



SASlxp™ South Carolina State Requirements Code User's Guide

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Introduction



Introduction

The SASIxp™ educational software South Carolina State Requirements Code (SRC) is designed to help your school district meet the specific reporting requirements of the State of South Carolina Department of Education (SDE).

This user's guide is organized into these chapters:

Chapter 1, "Introduction," provides an overview of the contents of this guide.

Chapter 2, "Setup," provides information about setting up the SASIxp South Carolina SRC software for your district, as well as any ongoing maintenance you may need to perform.

Chapter 3, "EFA/EIA District Setup," provides descriptions of the atom you use to view and print Education Finance Act (EFA) and Education Improvement Act (EIA) code and compatibility tables for South Carolina.

Chapter 4, "Data Collection," provides descriptions of the atom you use to collect the EFA/EIA and Precode information required for SDE reporting.

Chapter 5, "Reports," provides descriptions of the reports available from the State Report Launcher, step-by-step instructions for generating the reports and extracts, and samples of the reports.

Chapter 6, "Extracts," provides detailed instructions for generating the extracts.

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Introduction

Appendix A, “Data Dictionary,” identifies the files that store South Carolina information and the screens that are used to gather the information, explains the extract file-naming convention, and provides a cross-reference between SASIxp system fields and extract fields.

Appendix B, “State Setup File Distribution,” provides district office instructions for distributing EFA/EIA and Precode setup files provided by the SDE.

Appendix C, “Entrata Software,” provides instruction on loading and using Entrata® software.

Appendix D, “Job Queue,” describes how to use the Job Queue atom to automate the creation of South Carolina reports and extracts.

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2

Setup

This chapter provides instructions for setting up the SASIxp South Carolina SRC software.



Setup

ADA (Average Daily Attendance) Field

The SDE requires that the *ADA* field, located in the upper right corner of the Enrollment screen, contain a value of **Y**, **N**, or **C** to process a student properly. A value of **Y** means that the student is included in the report for the time frame that ADA = Y, and values of **N** or **C** mean that the student is excluded from the report for the time frame that ADA = N or C. A **C** value means that the student is attending two schools concurrently.

South Carolina does not use the A – 1/2 Day AM or P – 1/2 Day PM selections.

The screenshot shows the 'Enrollment' window with the following fields and sections:

- Student Information:** Last Name, First Name, Middle Name, Grnth, Grd, Gen, Student ID.
- Attendance Information:** Enter Date, Code, Leave Date, Code, Sch, Dst, ADA (with a dropdown arrow).
- Effective Date:** A date field.
- Fast Access Icons:** A list of icons for Student Entry, Sibling Location, Student, Parent/Guardian, Period Attendance, Emergency, Discipline, Health, Immunization, Phone Numbers, and Student Classes.
- Bottom Bar:** A dropdown menu set to 'Current', navigation buttons (back, search, forward), and 'Close' and 'Find' buttons.



Setup

Setup

Before you start using the data collection and report atoms in this software, you need to perform these setup procedures:

- Define localization
- Set up homerooms
- Define table values for free/reduced lunch and ethnic codes
- Set up absence codes

District offices run a file distribution process whenever the SDE distributes new definition files for EFA, EIA, and Precode.

Defining Localization

Localization initializes the SASIxp software for South Carolina table value files.

1. Open the School atom (System Setup folder), and click the Localization tab.
2. In the *Localization* field, select South Carolina from the pop-up list.
3. In the *District Number* field, enter the four-digit district number.
4. Repeat Step 2 for the *Attendance*, *Transcript*, *Special Ed*, *Grades*, and *Scheduling* fields.
5. Click Save.
6. If the system displays a message about updating User Code field descriptions and table values, click OK.
7. Click OK to save changes.

Setting Up Homerooms

The accuracy of the Master Classification List – Homeroom Report is based on the homeroom period. To set up homerooms properly, first use the School atom to designate a homeroom period, then use the Sections atom to assign teacher numbers for sections that meet during homeroom period.



Setup

Designating Homeroom Periods

1. Open the School atom, and click the Schedule tab.
2. In the *Homeroom Period* field, type the number of the period your school uses for homeroom period.
3. Click Save.

Assigning Teacher Numbers to Homeroom Sections

1. Open the Sections atom (located in the Basic Scheduling folder).
2. Locate the record for a section that meets during the designated homeroom period.
3. Verify that the correct teacher number appears in the *Tch#* field. If the field is blank, click the fast access arrow and select the teacher number for the section.
4. Repeat Steps 2 and 3 for each section that meets during the designated homeroom period.
5. Click Save.



Setup

Defining Table Values

Table values are added to the Tables Definition atom to offer more selections in the South Carolina SASIxp fields. Some of these values are determined by the SDE.

Table Definition

Group: All Tables

Ln	Type	Table Description
62	DUC	Student Disc User Code
63	ECG	Enter Code Group
64	ECH	Grade Level Subject Areas
65	EDR	Enrollment Validation Rules
66	EDU	Education Level
67	EMR	Emergency Relationships
68	ENG	English Proficiency
69	ENT	Enter Code
70	EOY	End of Year Status
71	ETH	Ethnic Code
72	ETP	Employee Code
73	EXE	Exempt from Immunization

Ethnic Code 3

Ln	Code	Description
1	A	Asian
2	B	African-American
3	BI	African Amer./Amer Indian
4	H	Hispanic
5	I	American Indian
6	O	Other
7	P	Hawaiian- Pacific Islander
8	W	White
9	WA	White/Asian
10	WB	White/African American
11	WI	White/American Indian

Add Del

Close



Setup

Table Definition

Table List Table Definition

Group: All Tables

Ln	Type	Table Description
74	EYE	Color Perception
75	FED	Federal Ethnic Groups
76	FRL	Free/Reduced Lunch
77	FRM	Elementary Report Card Forms
78	FTY	Fee Type
79	FX1	User Fields
80	G01	General Intellect
81	G02	Specified Subject
82	G03	Creative Thinking
83	G04	Leadership
84	G05	Visual/Performing Arts
85	G06	Psycho/Motor

Free/Reduced Lunch 8

Ln	Code	Description
1	N	None
2	F	Free
3	R	Reduced

Add Del

Close

Modifying Table Values

1. Open the Tables Definition atom in the System Setup folder.
2. Locate the Ethnic Code (ETH) file type. Highlight ETH to view table codes.
3. Add or delete the items from the ETH matrix by clicking Add/Delete. Type the correct values into the fields.
4. Click Save.
5. Repeat Steps 2–4 for the Free/Reduced Lunch (FRL) table values.



Setup

Absence Codes Setup

Absence Codes appear in the Attendance Setup atom under the Abs Reasons tab. Absence codes are entered manually through the Abs Reasons tab.

During conversion from Osiris to SASIxp, existing Osiris absence codes may be converted to SASIxp absence codes.

Num	Cd	Title	Abbr	Type	Receives Apportion	Included in Disler	Included in Letters	Included in Reports
1	A	Unverified	UNV	Unverified				Yes
2	B	Bereaved	BER	Excused				Yes
3	C	Truant	CUT	Unexcused				Yes
4	E	Excused	EXE	Excused				Yes
5	H	Homebound	HOM	Excused				Yes
6	I	InSchool	ISS	Unexcused				Yes
7	K	Religious	REL	Excused				Yes
8	M	Medical	MED	Excused				Yes
9	O	OutSchool	OSS	Unexcused				Yes

Adding an Absence Code

1. Open the Attendance Setup atom, which is found in the Attendance folder.
2. Click the *Abs Reason* tab.
3. Click *Add Reason* from the Data menu. A new numbered row appears on the bottom of the Abs Reason matrix.
4. Enter the code for the new entry in the *CD* column.
5. Enter the title for the new entry in the *Title* column.
6. Enter the abbreviation for the new entry in the *Abbr* column.
7. From the type popup list, choose the type that best describes the new entry.



Setup

8. Select *Yes* in the *Receives Apportionment* field if the new entry receives apportionment. This field indicates that this absence code is not counted as an absence on SRC reports.
9. Select *Yes* in the *Included in Dialer* field if the new entry is to be included as a reason in the Phone Dialer Atom.
10. Select *Yes* in the *Included in Letters* field if the new entry is to be included as a reason in the Attendance Letters Atom.
11. Select *Yes* in the *Included in Reports* field if the new entry is to be included in the reports. This field indicates that this absence code is counted as an absence in SRC reports.
12. Click Save.

If the *Receives Apportionment* and *Included in Reports* fields are both selected, the *Receives Apportionment* field will override the other field.

Absence Code Rules

The SDE has enacted a rule to use as a guide in calculating a student's absence: Only those Absence Codes that do not receive apportionment and are marked for inclusion on the reports are calculated.

Leaving the *Receives Apportionment* field blank and placing a *Yes* in the *Include in Reports* field allows that absence code to be counted in the Membership and Attendance Report (SC09) and Membership and Attendance Worksheet (SC10).

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Setup

File Distribution

The SDE distributes updated EFA, EIA, and Precode definition files to the district offices. The district offices distribute these definition files to their schools. To verify that the correct definition files are in use at the school, view the EFA/EIA District Setup atom version dates.

Setup file updates are automatic, and no action needs to be taken at the school level. However, some errors may be introduced by the new setup files. For example, an EFA code that existed prior to the setup file update may be deleted and no longer considered valid for the new setup files. To identify any errors that the new update may have introduced, use the Data Verification Report from the State Report Launcher.

To setup file distribution at the district level, see [State Setup File Distribution on page 133](#).

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Setup

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3

EFA/EIA District Setup

This chapter describes the EFA/EIA District Setup atom. You use this atom to view and print SDE-defined EFA and EIA codes and their compatibilities.



EFA/EIA District Setup

EFA/EIA District Setup Atom

The South Carolina Education Finance Act (EFA) and Education Improvement Act (EIA) require student funding classifications to be reported using codes.

EFA and EIA codes require compatibility settings because some codes are subject to assignment restrictions. For example, some EFA and EIA codes can be assigned only to certain grade levels, which means that an EFA or EIA code for Kindergarten can be assigned only to a student in the Kindergarten grade level. EIA codes also have compatibility issues with other EIA codes; some EIA codes cannot be assigned to the same student at the same time.

The EFA/EIA District Setup atom enables you to view current EFA and EIA compatibilities as defined by the SDE. The values displayed in this atom are assigned to students by using the EFA/EIA Classification Information atom. The Data Verification report uses these values to verify student EFA/EIA classifications before districts submit reports to the SDE (see Chapter 6 for more information about this report). The atom also enables you to print EFA and EIA codes and compatibilities.

For more information about EFA and EIA codes and their compatibilities, see the current SDE documentation, or visit the SDE website at:

<http://www.state.sc.us/sde/>

The EFA/EIA District Setup atom contains these tabs:

- EFA Codes/Grades
- EIA Classification
- EIA Codes/Grades
- EIA/EIA Compatibility

The tabs are set up as a matrix, with EFA or EIA codes on the vertical axis and grade levels or EIA codes on the horizontal axis. When you open the EFA/EIA District Setup atom, the matrixes are pre-populated with state-defined codes. An X located in the matrix intersection indicates compatibility; a gray space indicates incompatibility.



EFA/EIA District Setup

EFA Codes/Grades Tab

The EFA Codes/Grades tab enables you to view EFA code/grade compatibilities.

Ln	EFA Code	Description	Order	PK	0	1	2	3	4	5	6	7	8	9	10
1	K	Kindergarten	10		X										
2	P	Primary	20			X	X	X							
3	EL	Elementary	30						X	X	X	X	X		
4	HS	High School	40											X	X
5	AU	Autism	50		X	X	X	X	X	X	X	X	X	X	X
6	EM	Educable Mentally Hd	60		X	X	X	X	X	X	X	X	X	X	X
7	EH	Emotionally Handicap	70		X	X	X	X	X	X	X	X	X	X	X

Version Date: 12/02/99

Field	Description
<i>EFA Code</i>	EFA code.
<i>Description</i>	Description of the EFA code.
<i>View Order</i>	Order in which the EFA codes are listed in reports and extracts.
<i>Grade (PK–12)</i>	Grade level with which the EFA code is compatible or incompatible.
<i>Version Date</i>	Date that the compatibility table is created by the SDE. The date changes only after the state amends the atom. The changed atoms are sent to the district with the new information and dates on the screens.



EFA/EIA District Setup

Viewing EFA Code/Grade Compatibilities

1. Open the EFA/EIA District Setup atom and display the EFA Codes/Grades tab.
2. Scroll up and down, and left and right to view more codes.

EIA Classification Tab

The EIA Classification tab enables you to view the state-defined EIA classifications and their compatibility rules. The classifications are used to determine how EIA codes are counted when a student has EIA codes assigned from multiple EIA classifications.

SC EFA-EIA District Setup							
EFA Codes/Grades				EIA Classification	EIA Codes/Grades		EIA/EIA Compatibility
EIA Classification				View	Classification Rules		
Ln	Code	Description	Order	No Tally If	No Tally If	No Tally If	No
1	AP	Advanced Placement	10				
2	EC	Early Childhood 3Yr	20				
3	GT	Gifted Talented	30	AP			
4	HI	Home Instructed	40				
5	PK	Pre School	50				
6	FED	Federal	60				

Version Date: 12/02/99

Close



EFA/EIA District Setup

<i>Field</i>	<i>Description</i>
<i>EIA Classification Code</i>	Code for the EIA classification.
<i>EIA Classification Description</i>	Description of the EIA classification.
<i>View Order</i>	Order in which the classifications are listed in reports and extracts.
<i>Classification Rules: No Tally If</i>	Current EIA classification is excluded from the Cumulative Class report if the EIA classification identified in one of these fields is present in the same student record.
<i>Version Date</i>	Date that the compatibility table is created by the SDE. The date changes only after the state amends the atom. The changed atoms are sent to the district with the new information and dates on the screens.

Viewing EIA Classifications

1. Open the EFA/EIA District Setup atom and display the EIA Classification tab.
2. Scroll up and down, and left and right to view more codes.



EFA/EIA District Setup

EIA Codes/Grades Tab

The EIA Codes/Grades tab enables you to view EIA code/grade compatibilities.

Ln	EIA Code	Description	EIA Class	View Order	Valid For	Grade
						PK 0 1 2 3 4 5 6 7 8
1	AP01	Art (ART)	AP	10	R	
2	AP02	Studio Art (ART)	AP	20	R	
3	AP03	Gen Biology (AC)	AP	30	R	
4	AP04	Gen Chemistry (AC)	AP	40	R	
5	AP05	Intro Compu Sci	AP	50	R	
6	AP06	English (ACD)	AP	60	R	
7	AP07	French (ACD)	AP	70	R	

Version Date: 12/05/99

Close

Field	Description
<i>EIA Code</i>	EIA code.
<i>Description</i>	Description of the EIA code.
<i>EIA Class</i>	EIA classification to which the code belongs.
<i>View Order</i>	Order in which the codes are listed in reports and extracts within each EIA classification.
<i>Valid For</i>	School session for which the code is valid. Valid values are R for Regular, S for Summer, or blank for both.
<i>Grade (PK–12)</i>	Grade level with which the EIA code is compatible or incompatible.
<i>Version Date</i>	Date that the compatibility table is created by the SDE. The date changes only after the state amends the atom. The changed atoms are sent to the district with the new information and dates on the screens.



EFA/EIA District Setup

Viewing EIA Code/Grade Compatibilities

1. Open the EFA/EIA District Setup atom and display the EIA Codes/Grades tab.
2. Scroll up and down, and left and right to view more codes.

EIA/EIA Compatibility Tab

The EIA/EIA Compatibility tab enables you to view EIA/EIA code compatibility.

Ln	EIA Code	AP01	AP02	AP03	AP04	AP05	AP06	AP07	AP08	AP09	AP10	AP11	AP12	AP13	AP14	AP15	AP16	AP17	AP18	AP19	EC3	EC4	GTR	GTR	H	P3C
1	AP01		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X	X		
2	AP02	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X	X		
3	AP03	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X	X		
4	AP04	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X	X		

Version Date: 12/02/99

Close

Field	Description
EIA Code	EIA code.
EIA Code Compatibility Columns	EIA code compatibility with other EIA codes.
Version Date	Date that the compatibility table is created by the SDE. The date changes only after the state amends the atom. The changed atoms are sent to the district with the new information and dates on the screens.



EFA/EIA District Setup

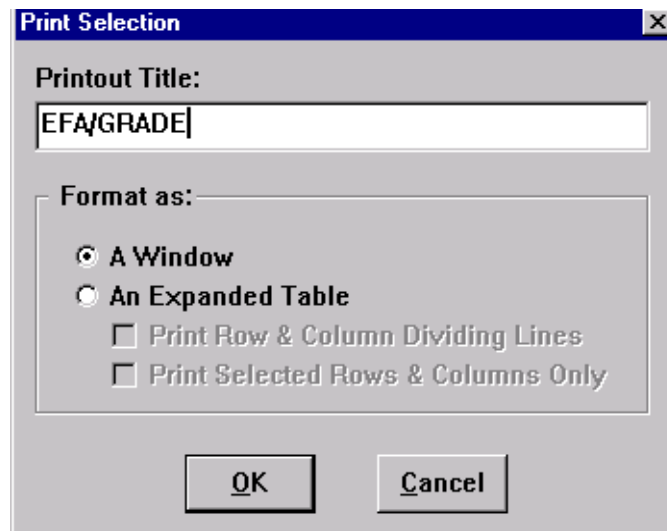
Viewing EIA/EIA Compatibilities

1. Open the EFA/EIA District Setup atom and display the EIA/EIA Compatibility tab.
2. Scroll up and down, and left and right to view more codes.

Printing Compatibility Tables

The EFA/EIA District Setup atom enables you to print a compatibility table while it is displayed in the EFA/EIA District Setup atom.

1. Open the EFA/EIA District Setup atom and display the compatibility table you want to print.
2. Select Print from the File menu. A dialog box displays.



3. Enter an appropriate printout title, or accept the default value.
4. Make the appropriate selections for the type of output you want, and click OK. A printer setup dialog box displays.

If you select *An Expanded Table* and the first checkbox, the report displays row and column dividing lines. Also, if you select the Landscape orientation, more columns will display on the page.

5. Make any printer setup changes, and click Print.

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Data Collection

4

Data Collection

This chapter describes the EFA/EIA Classification Info atom. You use the atom to collect the information required for reporting to the SDE.



Data Collection

EFA/EIA Classification Info Atom

The EFA/EIA Classification Info atom is used to collect, track, and maintain the EFA/EIA codes and Precode values assigned to students during the school year.

The EFA/EIA Classification Info atom contains these fields.

<i>Field</i>	<i>Description</i>
<i>Last Name</i>	Student's last name*
<i>First Name</i>	Student's first name*
<i>Middle Name</i>	Student's middle name*
<i>Grd</i>	Student's grade*
<i>Gen</i>	Student's gender*
<i>Student ID</i>	Student's identification number*

* denotes the data is from the Student atom.

The EFA/EIA Classification Info atom contains these tabs:

- EFA Code Entry
- EIA Code Entry
- EFA History
- EIA History
- Precode Entry



Data Collection

EFA Code Entry Tab

Use the EFA Code Entry tab to enter student EFA codes. Although South Carolina schools report only the EFA Primary code for funding, the system enables you to track up to nine EFA secondary codes.

The system stores current EFA codes in the EFA/EIA data file and stores current and historical EFA code information in the EFA History data file.

Aoki, Takumi B. EFA/EIA Classification Info

Last Name	First Name	Middle Name	Grd	Gen	Student ID
Aoki	Takumi	Bennett	04	M	110000160592

EFA Code Entry | EIA Code Entry | EFA History | EIA History | Pre Code Entry

EFA Primary: Effective Start Date:

EFA Secondary Codes

EFA 2:	EFA 3:	EFA 4:	EFA 5:	EFA 6:
<input type="text" value="HH"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EFA 7:	EFA 8:	EFA 9:	EFA 10:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Self-Cont Date:

Navigation: [Back] [Search] [Forward] [Undo] [Save]

Field	Description
<i>EFA Primary</i>	Student's primary EFA code, which is reported to the SDE.
<i>Effective Start Date</i>	Date the EFA codes take effect. This field is visible after you change one or more EFA codes.
<i>EFA Secondary Codes (EFA 2–10)</i>	Student's second through tenth EFA codes. These fields are optional, as they are not reported to the SDE.
<i>Self-Cont Date</i>	Date the student first entered a self-contained course.



Data Collection

Adding or Changing EFA Codes

In this section, “change” means replacing current EFA codes with different codes to reflect a student’s current EFA status. You cannot modify historical EFA code information using the EFA Code Entry tab; use the EFA History tab for changes of this type.

1. Open the EFA/EIA Classification Info atom and display the EFA Code Entry tab.
2. Locate the student whose EFA/EIA classification information you want to modify.
3. In the *EFA Primary* field, select the student’s primary EFA classification from the pop-up list.
4. In the *Effective Start Date* field, enter the date the EFA codes become effective.
5. Use the pop-up lists to select the student’s EFA classifications for fields *EFA 2* through *EFA 10*, if applicable.
6. In the *Self-Cont Date* field, enter the date the student started taking a self-contained course, if applicable.
7. Click Save to save your changes, or click Undo to remove your changes.



Data Collection

EIA Code Entry Tab

Use the EIA Code Entry tab to enter student EIA codes. A student may have up to ten EIA codes at a time. Only PK students are required to have an EIA code; EIA is optional for all other grade levels.

The system stores current EIA codes in the EFA/EIA data file and stores current and historical EIA code information in the EIA History data file.

Field	Description
<i>Effective Start Date</i>	Date the EIA codes take effect. This field is visible after you change one or more EIA codes.
<i>EIA Codes (1–10)</i>	Up to ten EIA codes for the student can be entered.



Data Collection

Adding or Changing EIA Codes

In this section, “change” means replacing current EIA codes with different codes to reflect a student’s current EIA status. You cannot modify historical EIA code information using the EIA Code Entry tab; use the EIA History tab for changes of this type.

1. Open the EFA/EIA Classification Info atom and display the EIA Code Entry tab.
2. Locate the student whose EFA/EIA classification information you want to modify.
3. In the *EIA 1* field, use the pop-up list to select the student’s first EIA code.
4. In the *Effective Start Date* field, enter the date the EIA codes become effective.
5. Use the pop-up lists in fields *EIA 2* through *EIA 10* to enter additional EIA codes, if applicable.
6. Click Save to save your changes, or click Undo to remove your changes.



Data Collection

<i>Field</i>	<i>Description</i>
<i>Ln</i>	Line number of the matrix.
<i>Start Date</i>	Beginning effective date for the EFA codes listed on each line.
<i>Stop Date</i>	Ending effective date for the EFA codes listed on each line. The system automatically enters this field when you save changes in the EFA Code Entry tab. The last entry in the table has no stop date.
<i>EFA Primary</i>	Primary EFA code for the identified date range.
<i>EFA 2–EFA 10</i>	Secondary EFA codes for the identified date range.

Maintaining EFA Code History

1. Open the EFA/EIA Classification Info atom and display the EFA History tab.
2. Locate the student whose information you want to change.
3. From the EFA/EIA Info menu, select Change History.
4. Click in the field you want to change and modify the information appropriately.
5. Click Save to save your changes, or click Undo to restore previous values.

Each line's date must appear in chronological order. If you extend the line's date range by changing the Start Date or Stop Date, you must shorten or remove an adjacent date range so the dates do not overlap. If you shorten the line's time frame by changing the Start Date or Stop Date, you must extend or add an adjacent date range so all valid school days have associated EFA codes unless the gap represents time when the student was not enrolled at school.



Data Collection

Adding EFA Records to the EFA History Matrix

1. Open the EFA/EIA Classification Info atom and display the EFA History tab.
2. Locate the student whose information you want to change.
3. From the EFA/EIA Info menu, select Change History.
4. From the Data menu, select Add EFA History. The cursor appears in the *Start Date* field of a blank line.
5. Tab through the fields and enter the appropriate information. A valid Stop Date must be entered on the previous line.
6. Click Save to save your changes, or click Undo to restore previous values.

Pearson Digital Learning does not recommend adding EFA codes in this manner. EFA code entry is achieved through the EFA Code Entry tab.

Deleting EFA Records from the EFA History Matrix

1. Open the EFA/EIA Classification Info atom and display the EFA History tab.
2. Locate the student whose information you want to change.
3. From the EFA/EIA Info menu, select Change History.
4. Click the line number of the record you want to delete.
5. From the Data menu, select Delete EFA History. The system erases the line.
6. Modify other dates if necessary. Make sure the last line does not have a Stop Date.
7. Click Save to save your changes, or click Undo to restore previous values.

The system checks all *Start Date* and *Stop Date* fields to ensure that the dates do not overlap.



Data Collection

EIA History Tab

The EIA History tab displays the data in the EIA History datafile, which contains all EIA codes assigned to a student for an identified date range throughout the school year. The screen is designed as a matrix so you can see which EIA codes have been assigned to a student. Each line of the matrix displays the EIA codes and what a student had for the specified date range. The date ranges reported are linear; one cannot overlap another.

Use the EIA History tab to review a student's EIA code history and to modify the information if you discover an error.

You must have Security Officer privileges to modify EIA history records.

The screenshot shows a software window titled "Workman, Emily L. EFA/EIA Classification Info". It contains a form with the following fields:

Last Name	First Name	Middle Name	Grd	Gen	Student ID
vWorkman	Emily	Louise	05	F	110000160487

Below the form are five tabs: "EFA Code Entry", "EIA Code Entry", "EFA History", "EIA History" (which is selected), and "Pre Code Entry".

The "EIA History" tab displays a table with the following columns: Ln, Start Date, Stop Date, EIA1, EIA2, EIA3, EIA4, EIA5, EIA6, and EIA7.

Ln	Start Date	Stop Date	EIA1	EIA2	EIA3	EIA4	EIA5	EIA6	EIA7
1	09/07/00		HI	GTA	GTR				

At the bottom of the window are navigation buttons: a left arrow, a magnifying glass, a right arrow, and buttons for "Undo" and "Save".



Data Collection

<i>Field</i>	<i>Description</i>
<i>Ln</i>	Line number of the matrix.
<i>Start Date</i>	Beginning effective date for the EIA codes listed on each line.
<i>Stop Date</i>	Ending effective date for the EIA codes listed on each line. The system automatically enters this field when you save changes on the EIA Code Entry tab. The last entry in the table has no stop date.
<i>EIA1–EIA10</i>	EIA codes assigned to the student during the identified date range.

Maintaining EIA Code History

1. Open the EFA/EIA Classification Info atom and display the EIA History tab.
2. Locate the student whose information you want to change.
3. From the EFA/EIA Info menu, select Change History.
4. Click the field you want to change and modify the information appropriately.
5. Click Save to save your changes, or click Undo to restore previous values.

Each line's date must appear in chronological order. If you extend the line's date range by changing the Start Date or Stop Date, you must shorten or remove an adjacent date range so the dates do not overlap. If you shorten the line's time frame by changing the Start Date or Stop Date, you must extend or add an adjacent date range so all valid school days have associated EIA codes unless the gap represents time when the student was not enrolled at the school.



Data Collection

Adding EIA Records to the EIA History Matrix

1. Open the EFA/EIA Classification Info atom and display the EIA History tab.
2. Locate the student whose information you want to change.
3. From the EFA/EIA Info menu, select Change History.
4. From the Data menu, select Add EIA History. The cursor appears in the *Start Date* field of a blank line.
5. Tab through the fields and enter the appropriate information. A valid Stop Date must be entered on the previous line.
6. Click Save to save your changes, or click Undo to restore previous values.

Pearson Digital Learning does not recommend adding EIA codes in this manner. EIA code entry is achieved through the EIA Code Entry tab.

Deleting EIA Records from the EIA History Matrix

1. Open the EFA/EIA Classification Info atom and display the EIA History tab.
2. Locate the student whose information you want to change.
3. From the EFA/EIA Info menu, select Change History.
4. Click on the line number of the record you want to delete.
5. From the Data menu, select Delete EIA History. The system erases the line.
6. Modify other dates if necessary. Make sure the last line does not have a Stop Date.
7. Click Save to save your changes, or click Undo to restore previous values.

The system checks all *Start Date* and *Stop Date* fields to ensure that the dates do not overlap.



Data Collection

Precode Entry Tab

The Precode Entry tab contains Precode information required for the Precode Extract submitted to the SDE.

The Precode Entry tab is prepopulated with all defined Precode fields and descriptions set up and distributed annually by the SDE.

Ln	Pre Code	Description	Value
1	SP1	SpCode01	0
2	SP2	SpCode02	1
3	SP3	SpCode03	2
4	SP4	SpCode04	3
5	SP5	SpCode05	4
6	SP6	SpCode06	5
7	SP7	SpCode07	6
8	SP8	SpCode08	7
9	SP9	Alternative Sch	0
10	S10	English Proficiency	2
11	S11	Applied Courses	3
12	S12	Grade Tested-ELA	4
13	S13	Grade tested-Math	5
14	S14	Dist Funded Gifted	0
15	S15	Exit Exam-Grd 11,12	1
16	S16	Migrant Status	0

Field	Description
Ln	Line number of matrix.
Precode	Precode field assigned to the student. This field is display-only.
Description	Description of the Precode field. This description is display-only.
Value	Current value for the Precode field.



Data Collection

Adding Precode Information

1. Open the EFA/EIA Classification Info atom and display the Precode Entry tab.
2. Locate the student whose information you want to modify.
3. In the *Value* field, use the pop-up list to select the Precode value that applies to the student.
4. Repeat these steps for each Precode field.
5. Click Save.
6. Click Close.

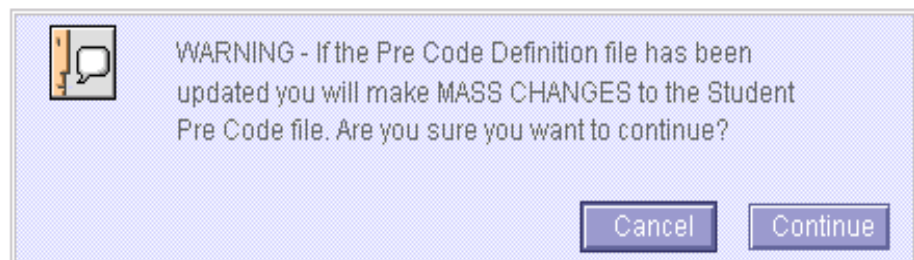
Precode values cannot be entered for students who were inactive or not enrolled prior to running Update Precode Data Items.

Precode Updates

Use Update Precode Data Items under the EFA/EIA Info menu when you enroll or re-enroll a student or when the SDE updates Precode definitions.

You must have Security Office privileges to run Update Precode Data Items.

1. Open the EFA/EIA Classification Info atom.
2. Select Update Precode Data Items from the EFA/EIA Info menu. A warning screen appears.



3. Click Continue. The system updates the Precode fields for each student record. Existing values for active students do not change; however, inactive student values are deleted.



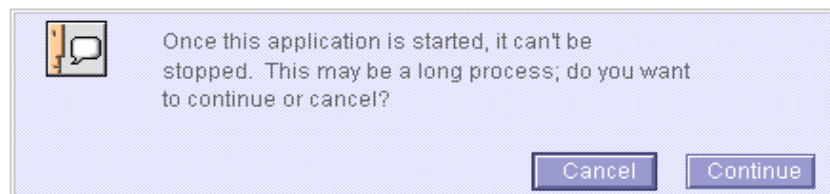
Data Collection

EFA/EIA Initialization

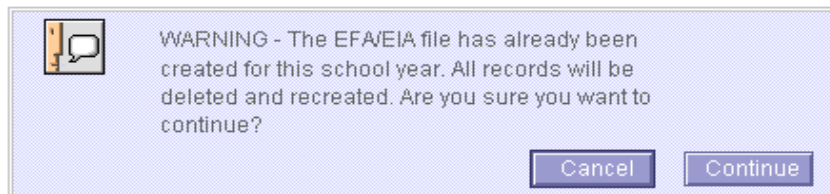
The EFA/EIA codes are rewritten at the beginning of each school year. You do not need to remove last year's EFA/EIA codes. The EFA/EIA Initialization process performs these activities. You must have Security Officer privileges to perform this process.

The EFA/EIA Initialization process initializes only active students. Ensure that you are logged into the correct school year before running this process. Precode values are not affected by this process.

1. Open the EFA/EIA Classification Info atom.
2. Select EFA/EIA Initialization from the EFA/EIA Info menu. An application process screen displays.



3. Select Continue. A warning screen displays.



4. Click Continue to overwrite last year's EFA/EIA codes, or click Cancel to terminate processing.

When the initialization process is complete, the system displays a dialog box that identifies the number of students processed.

Active students are assigned a default EFA code with an effective date. The effective date is the same as the student's enrollment date for that school year.

Default EFA codes are hardcoded. The default EFA code populates the Primary fields when you run the EFA/EIA Initialization process. EIA fields are not populated.

Bookmark	Contents	Search	Usage	Glossary	Print	Back	Forward	First	Previous	Next	Last
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Data Collection



5

Reports

This chapter describes the State Report Launcher atom that you use to generate the reports and extracts required by the SDE and explains how to produce the reports and extracts:

- State Report Launcher
- 35-Day Enrollment Report and Extract (SC01)
- Cumulative Class Report and Extract (SC02)
- Cumulative Class List (SC03)
- Daily Activities Log (SC04)
- Daily Activities Summary Log (SC05)
- Data Verification Report (SC06)
- Master Classification List – Homeroom (SC07)
- Master Classification List – Student (SC08)
- Membership and Attendance Report and Extract (SC09)
- Membership and Attendance Worksheet (SC10)
- Precode Extract (SC11)
- Reports from an Extract (SC12)
- District Summary Reports (SC13)
- Mark Distribution Analysis Report (SC14)

For more information, see [Data Dictionary on page 121](#).



Reports

State Report Launcher

When you open the State Report Launcher atom, this screen displays.

Ln	Report ID	Report Description
1	SC01	35-Day Enrollment Report
2	SC02	Cumulative Class Report
3	SC03	Cumulative Class List
4	SC04	Daily Activities Log
5	SC05	Daily Activities Summary Log
6	SC06	Data Verification Report
7	SC07	Master Classification List - Homeroom
8	SC08	Master Classification List - Student
9	SC09	Membership and Attendance Report
10	SC10	Membership and Attendance Worksheet
11	SC11	Pre Code Extract Report
12	SC12	Reports from an Extract

Field	Description
State	State name that was selected in the <i>Localization</i> field of the School atom.
Ln	Line number of the report listed in the matrix.
Report ID	Identifier for a particular state report.
Report Description	Title of each state report listed.

If South Carolina is not displayed in the *State* field, follow these steps:

1. Open the School atom located in the System Setup folder.
2. Click the Localization tab.
3. Select South Carolina from the Localization pop-up menu.
4. Click Save.
5. If the system displays a message about updating User Code field descriptions and table values, click OK.
6. Click OK.



Reports

Access the Report Interface you want by clicking on the arrow associated with the report title. In each Report Interface screen, use the Custom tab to select the report preview option or Queue function.

Extracts can be run only after you get an error-free Data Verification Report. Use the EFA/EIA Classification Info atom to set the extract paths, as described in Chapter 6.

The district office can use the SASIxp Job Queue atom to automate the creation of reports and extracts using a schedule defined by the district. Follow the steps in Appendix D to use the Job Queue.

Extracts are run from a Windows-based workstation because extract file names are longer than Macintosh systems allow.

35-Day Enrollment Report and Extract (SC01)

The 35-Day Enrollment report counts the number of students enrolled in schools and attending for a minimum of 35 days throughout the school year and sorts the information by gender, ethnic code, and grade level. The report is run on or after the last day of school. You can run the 35-Day Enrollment report as a printed report or as a report and extract file. The extract produces a text file suitable for transmission to the SDE.

This report requires an *ADA* field value of Y and collects data on active and inactive students. Students with an enter code ending in "i" are excluded from this report.

An error-free data verification report is required before running the extract.



Reports

Report Interface Screen—Options Tab

Field	Description
<i>35-Day Enrollment Report</i>	Default is 35-Day Enrollment Report.
<i>Report ID</i>	SC01.
<i>Recommended Orientation</i>	Recommends a portrait or landscape page setup. Field is display only.
<i>Cover Page</i>	Prints a cover page.
<i>Draft Print</i>	Prints a draft copy.
<i>District</i>	Name of your school's district. If blank, you must type in an entry. The contents of this field are included in the header of the report. The system updates the <i>District Name</i> field with any entry you make in this required field.
<i>Superintendent</i>	District superintendent's name. If blank, you must type in an entry. The contents of this field are used for a signature line on the bottom of the report. The system updates the <i>Contact</i> field with any entry you make in this required field.



Reports

<i>Field</i>	<i>Description</i>
<i>Process</i>	<p>Indicates the type of output you want. Select from the pop-up list. Available options are:</p> <ul style="list-style-type: none"> Printed Report Only—prints the report. Report and Extract—prints the report and sends the extract contents to the non-transmitted directory. Report and Extract (Ready for Transmission)—prints the report and sends the extract contents to the ENR directory.

35-Day Enrollment Report and Extract Checklist

Follow this checklist before you generate the 35-Day Enrollment report or extract.

Before you perform any of these steps, review the instructions for any state-specific atoms that are listed. For standard SASIxp atoms, see the SASIxp Help.

<i>Step</i>	<i>Task</i>	<i>Atoms</i>
1.	Perform the setup tasks described in Chapter 2, Setup and Maintenance.	School; Sections; Tables Definition
2.	Verify that all students have the correct enter code assigned.	Enrollment (EEi excluded)
3.	Populate the Data Collection atom. See Chapter 4, Data Collection.	EFA/EIA Classification Info
4.	Run the Data Verification Report. For instructions, see see Data Verification Report (SC06) on page 60.	State Report Launcher
5.	Correct any errors found on the Data Verification report.	
6.	Repeat Steps 4–5 until no errors are found.	

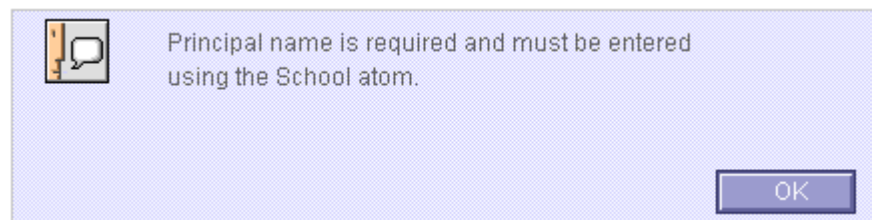


Reports

Printing the 35-Day Enrollment Report

1. From the State Report Launcher screen, click the link arrow next to SC01. The Report Interface screen displays.
2. In the *District Name* field, type your district name or accept the default value. This field is required.
3. In the *Superintendent* field, type the name of the district superintendent or accept the default value. This field is required.
4. In the *Process* field, use the pop-up list to select the type of report output you want.
5. Change print orientation to landscape.
6. Click Print.

If the *Principal Name* field in the School atom has not been completed, a dialog box displays after you click Print.





Reports

35-Day Enrollment Report Sample

Pupil Accounting System 35-Day Enrollment Report																
School Information:										District: 8005						
Name: Tisdale High School										District Number: 0085						
Telephone: 984-211-6588										Date: 11/17/81						
REGIS Code: 0085085																
Line	Ethnic Classification	PK	00	01	02	03	04	Grade 05	06	07	08	09	10	11	12	Total
Males:																
01	Asian											2		40		50
02	African American											15		2		22
03	African American Indian															
04	Hispanic													3		3
05	American Indian													25		25
06	Other											1	2	1		4
07	Hawaiian- Pacific Islander															
08	White											2	26		3	31
09	White/Asian											1				1
10	White/African American												1	2	2	5
11	White/American Indian															
Females:																
12	Asian													1	40	44
13	African American											19		2		21
14	African American Indian															
15	Hispanic													3		3
16	American Indian													15	3	29
17	Other													2		2
18	Hawaiian- Pacific Islander															
19	White											2	16	4	2	27
20	White/Asian													1		1
21	White/African American											1	1			2
22	White/American Indian															
23	Total											44	52	51	180	358
I certify that this report is true and correct.																
Dr. Andrew Simons, Principal										SAGE, Superintendent						

Cumulative Class Report and Extract (SC02)

The Cumulative Class report provides the information required for EIA reporting to the SDE. The report totals all EIA code occurrences for a specific day or for the entire term up to a specific day. The report tallies the number of participating students by grade for the specified time period.

Although you are required to submit this report only on the 45th and 135th days of the school year, you can generate the report at any time. You can also run this report for summer school at any time during the summer term.

You can run the Cumulative Class report as a printed report or as a report and extract file. The extract produces a text file suitable for transmission to the SDE.



Reports

This report requires an ADA field value of Y and collects data on active and inactive students. Students with a leave code of W1* (where * is any number) and an enter code ending in "i" are excluded from this report.

An error-free data verification report is required before running the extract.

Report Interface Screen—Options Tab

Field	Definition
<i>Cumulative Class Report</i>	Default is Cumulative Class Report.
<i>Report ID</i>	SC02.
<i>Recommended Orientation</i>	Recommends a portrait or landscape page setup. Field is display only.
<i>Cover Page</i>	Prints a cover page.
<i>Draft Print</i>	Prints a draft copy.



Reports

<i>Field</i>	<i>Definition</i>
<i>District Name</i>	Name of your school's district. If blank, you must type in an entry. The contents of this field are included in the header of the report. The system updates the <i>District Name</i> field with any entry you make in this required field.
<i>Superintendent</i>	District superintendent's name. If blank, you must type in an entry. The contents of this field are used for a signature line on the bottom of the report. The system updates the <i>Contact</i> field with any entry you make in this required field.
<i>Date</i>	Date for which you are running the report. The report requires a value in either this field or the <i>Day Number</i> field. The system displays an error message if both fields are blank or if both fields contain values.
<i>Day Number</i>	Specific school day for which you are running the report.
<i>School Type</i>	Type of school for which you are running the report. Select from the pop-up list. Available school types are Regular and Summer.
<i>Process</i>	Indicates the type of output you want. Select from the pop-up list. Available options are: <ul style="list-style-type: none"> Printed Report Only—prints the report. Report and Extract—prints the report and sends the extract contents to the non-transmitted directory. Report and Extract (Ready for Transmission)—prints the report and sends the extract contents to the SAS directory.



Reports

Cumulative Class Report and Extract Checklist

Follow this checklist before you generate the Cumulative Class report or extract.

Before you perform any of these steps, review the instructions for any state-specific atoms that are listed. For standard SASIxp atoms, see the SASIxp Help.

Table 1:

Step	Task	Atoms
1.	Perform the setup tasks described in Chapter 2, Setup and Maintenance.	School; Sections; Tables Definition
2.	Verify that all students have the correct enter code assigned.	Enrollment (EEi and W1* excluded)
3.	Populate the data collection atom. See Chapter 4, Data Collection.	EFA/EIA Classification Info
4.	Run the Data Verification Report. For instructions, see see Data Verification Report (SC06) on page 60.	State Report Launcher
5.	Correct any errors found on the Data Verification report.	
6.	Repeat Steps 4–5 until no errors are found.	

Printing the Cumulative Class Report

1. From the State Report Launcher screen, click the link arrow next to SC02. The Report Interface screen displays.
2. In the *District Name* field, type your district name, or accept the default value. This field is required.
3. In the *Superintendent* field, type the name of the district superintendent, or accept the default value. This field is required.



Reports

- If you are running the report for a specific date, type the date in the *Date* field. If you are running the report for a specific school day, type the day number in the *Day Number* field (for example, 45). If you select a date other than a valid school day, the system defaults to the most recent school date prior to the date you entered.
- In the *School Type* field, use the pop-up list to select the type of school for which you are running the report.
- In the *Process* field, use the pop-up list to select the type of report output you want.
- Change print orientation to landscape.
- Click Print.

Cumulative Class Report Sample

School Information:		Student Accountability System										District Name: 8005		
Name: Training High School		Cumulative Class Report										District Number: 8005		
Telephone: 685-321-8858		45 Day										Date: 1/17/00		
SDES Code: 0065805		Options:										Date as of: 1/10/00		
		School Type: Regular School												
Line	QA Code	PK	08	01	03	05	06	07	08	09	10	11	12	Total
1	AP 3													
2	AP 4												1	1
3	AP 5													
4	AP 6													
5	AP 7										1			1
6	AP 8													
7	AP 9													
8	AP 10													
9	AP 11													
10	AP 12													
11	AP 13											1		1
12	AP 14													
13	AP 15													
14	AP 17										1	1		2
15	AP 18													
16	AP 19													
17	AP 20													
18	AP 21													
19	AP 22													
20	AP 23													
21	AP 1													
22	AP 2													
23	AP 16													
24	AP 24													
25	EC3													
26	EC4													
27	SSA													



Reports

Cumulative Class List (SC03)


The Cumulative Class List is a tool used by South Carolina schools to provide details to support the Cumulative Class report by listing each student participating in the EIA code during the specified time period. The list is sorted by grade level. The SDE does not require this report.

You can run the Cumulative Class List for any day of the school year up to the current date.

This report requires an ADA field value of Y and collects data on active and inactive students. Students with a leave code of W1* (where * is any number) and an enter code ending in "i" are excluded from this report.

Report Interface Screen—Options Tab

The screenshot shows the 'Report Interface EX' window with the 'Options' tab selected. The 'Cumulative Class List' is chosen from a dropdown menu, and the 'Report ID' is 'SC03'. There are checkboxes for 'Cover Page' and 'Draft Print'. The 'Options' section includes fields for 'Date', 'Day Number', 'District Name' (set to 'SC'), and 'School Type' (set to 'Regular'). At the bottom are buttons for 'Setup', 'Save', 'Close', 'Queue', and 'Print'.

Report Interface EX	
Cumulative Class List	Report ID: SC03
Cumulative Class List	
Recommended Orientation: <input type="checkbox"/> Cover Page <input type="checkbox"/> Draft Print	
Options Custom	
Date:	Day Number:
District Name: SC	
School Type: Regular	
Setup Save Close Queue Print	



Reports

<i>Field</i>	<i>Description</i>
<i>Cumulative Class List</i>	Default is Cumulative Class List.
<i>Report ID</i>	SC03.
<i>Recommended Orientation</i>	Recommends a portrait or landscape page setup. Field is display only.
<i>Cover Page</i>	Prints a cover page.
<i>Draft Print</i>	Prints a draft copy.
<i>Date</i>	Date for which you are running the report. The report requires a value in either this field or the <i>Day Number</i> field. The system displays an error message if both fields are blank or if both fields contain values.
<i>Day Number</i>	Specific school day for which you are running the report.
<i>District Name</i>	Name of your school's district. If blank, you must type in an entry. The contents of this field are included in the header of the report. The system updates the <i>District Name</i> field with any entry you make in this required field.
<i>School Type</i>	Type of school for which you are running the report. Select from the pop-up list. Available school types are Regular and Summer.



Reports

Cumulative Class List Checklist

Follow this checklist before you generate the Cumulative Class List.

Before you perform any of these steps, review the instructions for any state-specific atoms that are listed. For standard SASIxp atoms, see the SASIxp Help.

Step	Task	Atoms
1.	Perform the setup tasks described in Chapter 2, Setup and Maintenance.	School; Sections; Tables Definition
2.	Verify that all students have the correct enter code assigned.	Enrollment (EEi and W1* excluded)
3.	Populate the data collection atom. See Chapter 4, Data Collection.	EFA/EIA Classification Info
4.	Run the Data Verification Report. For instructions, see see Data Verification Report (SC06) on page 60 .	State Report Launcher
5.	Correct any errors found on the Data Verification report.	
6.	Repeat Steps 4–5 until no errors are found.	

Printing the Cumulative Class List

1. From the State Report Launcher screen, click the link arrow next to SC03. The Report Interface screen displays.
2. If you are running the report for a specific date, type the date in the *Date* field. If you are running the report for a specific school day, type the day number in the *Day Number* field (for example, 45). If you select a date other than a valid school day, the system defaults to the most recent school date prior to the date you entered.
3. In the *District Name* field, type your district name, or accept the default value. This field is required.
4. In the *School Type* field, select the type of school for which you are running the report.



Reports

5. Change print orientation to portrait.
6. Click Print.

Cumulative Class List Sample

STUDENT ACCOUNTABILITY SYSTEM				
CUMULATIVE CLASS LIST				
School Information:		45 Day		District Name: 0005
Name: Training High School		Options:		District Number: 0005
Telephone: 865-221-6806		School Type: Regular School		Date: 11/17/00
BEDS Code: 0095005				Data as of 11/03/00
				Page: 1
EFA CLASSIFICATION	GRADE	STUDENT NAME	ID NUMBER	
STA Academic G & T	10	Addison, Kevin L.	210080350171	
	11	Ackerman, Zedie L.	210080350137	
STR Artistic G & T	10	Aiston, Russell J.	210080350192	
	12	Adams, Luke R.	210080350076	

Daily Activities Log (SCO4)

The Daily Activities Log provides a list of all students added to or deleted from each EFA classification for a specified day or date or a cumulative list for all days in the school year up to a specified day. The report is sorted by EFA code and grade.



Reports

Report Interface Screen—Options Tab

Report Interface EX

Daily Activities: Report ID: Recommended Orientation: ☐ Cover Page ☐ Draft Print

Options | Custom

Date: Day Number:

Grade: - District Name:

☐ Cumulative



Reports

<i>Field</i>	<i>Description</i>
<i>Daily Activities</i>	Default is Daily Activities Log.
<i>Report ID</i>	SC04.
<i>Recommended Orientation</i>	Recommends a portrait or landscape page setup. Field is display only.
<i>Cover Page</i>	Prints a cover page.
<i>Draft Print</i>	Prints a draft copy.
<i>Date</i>	Date for which you are running the report. The report requires a value in either this field or the <i>Day Number</i> field. The system displays an error message if both fields are blank or if both fields contain values.
<i>Day Number</i>	Specific school day for which you are running the report.
<i>Grade</i>	Starting and ending grade levels to include in the report. You can limit the report output to a single grade or a range of grades. The default is Blank, which includes all grades. These fields are optional.
<i>District Name</i>	Name of your school's district. If blank, you must type in an entry. The contents of this field are included in the header of the report. The system updates the <i>District Name</i> field with any entry you make in this required field.
<i>Cumulative</i>	Indicates that you want the report to include all school days up to the date or day indicated.



Reports

Daily Activities Log Checklist

Follow this checklist before you generate the Daily Activities Log.

Before you perform any of these steps, review the instructions for any state-specific atoms that are listed. For standard SASIxp atoms, see the SASIxp Help.

Table 2:

Step	Task	Atoms
1.	Perform the setup tasks described in Chapter 2, Setup and Maintenance.	School; Sections; Tables Definition
2.	Verify that all students have the correct enter code assigned.	Enrollment
3.	Populate the data collection atom. See Chapter 4, Data Collection.	EFA/EIA Classification Info
4.	Run the Data Verification Report. For instructions, see see Data Verification Report (SC06) on page 60 .	State Report Launcher
5.	Correct any errors found on the Data Verification report.	
6.	Repeat Steps 4–5 until no errors are found.	

Printing the Daily Activities Log

1. From the State Report Launcher screen, click the link arrow next to SC04. The Report Interface screen displays.
2. If you are running the report for a specific date, type the date in the *Date* field. If you are running the report for a specific school day, type the day number in the *Day Number* field (for example, 45). If you select a date other than a valid school day, the system defaults to the most recent school date prior to the date you entered.
3. In the *Grade* fields, select the beginning and ending grade levels to include in the report. This field is optional.
4. In the *District Name* field, type your district name, or accept the default value. This field is required.



Reports

5. Select the *Cumulative* field if you are running the report to include all school days up to the date or day indicated.
6. Click Print.

Daily Activities Log Sample

PUPIL ACCOUNTING SYSTEM DAILY ACTIVITIES LOG					
School Information:		Day Number: 002	District Name: 0005		
Name: Training High School		Options:	District Number: 0005		
Telephone: 905-221-6808			Date: 11/17/90		
BOSIS Code: 005005			Page: 9		
			Data as of: 08/05/90		
			Grade: 12		
Student Information			Enrollment Status		
BFA Classification	Number	Name	Action	Code	Description
High School	210080250040	Rivers, Colleen E.	add	E	First School This Year in SC
	210080250050	Rose, Na Lynn	add	E	First School This Year in SC
	210080250016	Rose, Jeremy D.	add	E	First School This Year in SC
	210080250015	Rose, Cori Michelle	add	E	First School This Year in SC
	210080250017	Sharpe, Omar R.	add	E	First School This Year in SC
	210080250018	Singh, Saylor Marie	add	E	First School This Year in SC
	210080250044	Singelton, Alice	add	E	First School This Year in SC
	210080250045	Sloan, Martin	add	E	First School This Year in SC
	210080250019	Sorensen, Dylan G.	add	E	First School This Year in SC
	210080250046	Soto, Bruce	add	E	First School This Year in SC
	210080250002	Souza, Jeremy	add	E	First School This Year in SC
	210080250106	Steele, James	add	E	First School This Year in SC
	210080250047	Summers, Juanita	add	E	First School This Year in SC
	210080250048	Sun, Bei	add	E	First School This Year in SC
	210080250025	Sung, Chu Lee	add	E	First School This Year in SC
	210080250049	Taneer, Madiran	add	E	First School This Year in SC
	210080250104	Taylor, Shawn	add	E	First School This Year in SC
	210080250058	Terry, Adrian	add	E	First School This Year in SC
	210080250028	Thurmond, Christopher Michael	add	E	First School This Year in SC
	210080250021	Wallace, Michael Joseph	add	E	First School This Year in SC
	210080250068	Washington, Clarence W.	add	E	First School This Year in SC
	210080250022	Weaver, Jessica Lynn	add	E	First School This Year in SC
	210080250067	Weaver, William Robert	add	E	First School This Year in SC
	210080250051	Willcox, Erin J.	add	E	First School This Year in SC
	210080250053	Williams, Alexis Marie	add	E	First School This Year in SC
	210080250103	Wyndham, Philip John	add	E	First School This Year in SC
	210080250079	Xu, Li	add	E	First School This Year in SC
	210080250101	Yanko, Jim	add	E	First School This Year in SC
	210080250102	Ziegler, Beckey Lynn	add	E	First School This Year in SC



Reports

Daily Activities Summary Log (SC05)

The Daily Activities Summary Log provides a daily summary of student adds/deletes by EFA classification for the date or specified day number and a cumulative summary for all days in the school year up to the date or specified day number for which the report is run.

Adds are always represented by positive numbers; Deletes are always represented by negative numbers. Nets may be either positive or negative numbers. The report provides totals for Adds, Deletes, and Nets for all EFA codes combined.

Report Interface Screen—Options Tab

The screenshot shows the 'Report Interface EX' window with the 'Options' tab selected. The 'Daily Activities' dropdown is set to 'Daily Activities Summary' and the 'Report ID' is 'SC05'. There are checkboxes for 'Recommended Orientation', 'Cover Page', and 'Draft Print'. The 'Options' section has a 'Custom' tab. Below it, there are input fields for 'Date', 'Day Number', 'Grade' (with a range selector), and 'District Name' (set to 'SC'). At the bottom, there are buttons for 'Setup', 'Save', 'Close', 'Queue', and 'Print'.



Reports

<i>Field</i>	<i>Description</i>
<i>Daily Activities</i>	Default is Daily Activities Summary.
<i>Report ID</i>	SC05.
<i>Recommended Orientation</i>	Recommends a portrait or landscape page setup. Field is display only.
<i>Cover Page</i>	Prints a cover page.
<i>Draft Print</i>	Prints a draft copy.
<i>Date</i>	Date for which you are running the report. The report requires a value in either this field or the <i>Day Number</i> field. The system displays an error message if both fields are blank or if both fields contain values.
<i>Day Number</i>	Specific school day for which you are running the report.
<i>Grade</i>	Starting and ending grade levels to include in the report. You can limit the report output to a single grade or a range of grades. The default is Blank, which includes all grades. These fields are optional.
<i>District Name</i>	Name of your school's district. If blank, you must type in an entry. The contents of this field are included in the header of the report. The system updates the <i>District Name</i> field with any entry you make in this required field.



Reports

Daily Activities Summary Log Checklist

Follow this checklist before you generate the Daily Activities Summary Log.

Before you perform any of these steps, review the instructions for any state-specific atoms that are listed. For standard SASIxp atoms, see the SASIxp Help.

Table 3:

<i>Step</i>	<i>Task</i>	<i>Atoms</i>
1.	Perform the setup tasks described in Chapter 2, Setup and Maintenance.	School; Sections; Tables Definition
2.	Verify that all students have the correct enter code assigned.	Enrollment
3.	Populate the data collection atom. See Chapter 4, Data Collection.	EFA/EIA Classification Info
4.	Run the Data Verification Report. For instructions, see see Data Verification Report (SC06) on page 60 .	State Report Launcher
5.	Correct any errors found on the Data Verification report.	
6.	Repeat Steps 4–5 until no errors are found.	



Reports

Printing the Daily Activities Summary Log

1. From the State Report Launcher screen, click the link arrow next to SC05. The Report Interface screen displays.
2. If you are running the report up to a specific date, type the date in the *Date* field. If you are running the report up to a specific school day, type the day number in the *Day Number* field (for example, 45). If you select a date other than a valid school day, the system defaults to the most recent school date prior to the date you entered.
3. In the *Grade* fields, select the beginning and ending grade levels to include in the report. This field is optional.
4. In the *District Name* field, type your district name, or accept the default value. This field is required.
5. Click Print.

Daily Activities Summary Log Sample

PUPIL ACCOUNTING SYSTEM
DAILY ACTIVITIES SUMMARY LOG

School Information:
Name: Training High School
Telephone: 085-221-5858
BEDS Code: 0806085

Day Number: 045
Options:

District Name: 0005
District Number: 0005
Date: 11/17/00
Page: 1
Data as of: 11/03/00

EFA Classification	Today			Cumulative		
	Adds	Deletes	Net	Adds	Deletes	Net
Kindergarten						
Primary						
Elementary						
High School				258		258
Actions						
Educable Mentally Hl						
Emotionally Handicap						
Hearing Handicapped						
Homebound						
Learning Disability						
Orthopedically Hl						
Speech Handicapped						
Trainable Mentally						
Visually Handicapped						
Vocational 1/09-12)						
Vocational 2/09-12)						
Vocational 3/09-12)						
TOTALS				258		258



Reports

Data Verification Report (SCO6)

The Data Verification report checks all student EFA, EIA, and Precode data against several compatibility tables and may generate a list of errors that must be corrected before any extracts can be created and sent to the SDE.

Run this report before running other reports and extracts that include EFA, EIA, or precode information.

The Data Verification Report is used to verify data for these reports and extracts:

- 35-Day Enrollment Report and Extract (*ethnic, gender* fields)
- Cumulative Class Report and Extract (*EIA* field)
- Membership and Attendance Report and Extract (*EFA* field)
- Precode Extract (*EFA, EIA, birthdate, gender, lunch, ethnic code* fields)

State-defined Precode fields cannot be left blank.

- All SRC Data (No Extracts); (all above fields)

This report collects data on all students regardless of ADA value, enter code, or leave code.



Reports

Report Interface Screen—Options Tab

Field	Description
<i>EFA/EIA Data Verification Report</i>	Sorting options you want to use for the report. Valid options include: <ul style="list-style-type: none"> • By Student ID • By Student Name • By Grade/Name
<i>Report ID</i>	SC06
<i>Recommended Orientation</i>	Recommends a portrait or landscape page setup. Field is display only.
<i>Cover Page</i>	Prints a cover page.
<i>Draft Print</i>	Prints a draft copy.



Reports

<i>Field</i>	<i>Description</i>
<i>Type</i>	Type of extract options available. Options are: <ul style="list-style-type: none"> • 35-Day Enrollment Extract • Cumulative Class Extract • Membership and Attendance Extract • Precode Extract • All SRC Data (No extracts)

Data Verification Report Checklist

Follow this checklist before you generate the Data Verification Report.

Before you perform any of these steps, review the instructions for any state-specific atoms that are listed. For standard SASIxp atoms, see the SASIxp Help.

Table 4:

<i>Step</i>	<i>Task</i>	<i>Atoms</i>
1.	Perform the setup tasks described in Chapter 2, Setup and Maintenance.	School; Sections; Tables Definition
2.	Verify that all students have the correct enter code assigned.	Enrollment
3.	Populate the data collection atom. See Chapter 4, Data Collection.	EFA/EIA Classification Info
4.	Run the Data Verification Report.	State Report Launcher
5.	Correct any errors found on the Data Verification report.	
6.	Repeat Steps 4–5 until no errors are found.	



Reports

Printing the Data Verification Report

1. From the State Report Launcher screen, click the link arrow next to SC06. The Report Interface screen displays.
2. In the *EFA/EIA Data Verification Report* field, use the pop-up list to select the desired sorting option.
3. Choose the Extract Type.
4. Click Print.

Data Verification Report Sample

Student Data Verification Report for All SRC Data			
Sort Order: By Student ID			
School Information:			
School Name:	Training High School	District Number:	0005
School Phone:	805-221-8888	Date:	11/17/00
BEDS Code:	0005005	Page:	1
Data errors were found in the following student records:			
Student ID	Student Name	Grade	Error Message
210000250078	Adams, Luke R.	12	Initial enrollment and initial EFA dates are mismatched. Initial enrollment and initial EIA dates are mismatched.
210000250137	Ackerman, Zadie L.	11	Initial enrollment and initial EIA dates are mismatched. Grade incompatible with EFA code: P, 09/05/00.
210000250171	Addison, Kevin L.	10	Initial enrollment and initial EIA dates are mismatched. Invalid Lunch Code.
210000250192	Alston, Russell J.	10	Initial enrollment and initial EIA dates are mismatched.
Total Erroneous Student Records:		4	Total Errors: 7



Reports

Master Classification List – Homeroom (SC07)

The Master Classification List – Homeroom report identifies the students in each EFA code according to the number of days students in a homeroom section were assigned to each EFA code. Although this report is not required by the SDE, schools often use it as a monitoring tool and as supporting detailed information for the Membership and Attendance Report.

The report lists students by homeroom and provides a separate page for each homeroom section. The report may be limited to a specific section ID or range of teachers.

Codes are ordered by date for a student. The duration is based on the values in the *Start Date* and *Stop Date* fields on the EFA History tab in the EFA/EIA Classification Info atom, compared to the number of membership days available during the specified time frame according to the Enrollment atom.

Withdrawals have a duration calculated.

Secondary EFA codes have no duration calculated. If a secondary EFA code is entered twice, the second entry is listed with no date or duration to mark the duplication.

This report requires an *ADA* field value of Y.



Reports

Report Interface Screen—Options Tab

Report Interface EX

Master Classification List: Master Class List - Homeroom Report ID: SC07 Recommended Orientation: ☐ Cover Page ☐ Draft Print

Options | Custom

District Name: SC District Date: Day Number:

Teacher Number: Section ID:

Setup Save Close Queue Print

Field	Description
<i>Master Classification List</i>	Default is Master Class List – Homeroom.
<i>Report ID</i>	SC07.
<i>Recommended Orientation</i>	Recommends a portrait or landscape page setup. Field is display only.
<i>Cover Page</i>	Prints a cover page.
<i>Draft Print</i>	Prints a draft copy.
<i>District Name</i>	Name of your school's district. If blank, you must type in an entry. The contents of this field are included in the header of the report. The system updates the <i>District Name</i> field with any entry you make in this required field.
<i>Date</i>	Date for which you are running the report. The report requires a value in either this field or the <i>Day Number</i> field. The system displays an error message if both fields are blank or if both fields contain values.



Reports

<i>Field</i>	<i>Description</i>
<i>Day Number</i>	Specific school day for which you are running the report.
<i>Teacher Number</i>	Teachers to include in the report. You can limit the report output to a single teacher or range of teachers. The default is Blank, which includes all teachers.
<i>Section Number</i>	Section ID to include in the report. The default is Blank, which includes all homeroom sections.

Master Classification List – Homeroom Checklist

Follow this checklist before you generate the Master Classification List – Homeroom.

Before you perform any of these steps, review the instructions for any state-specific atoms that are listed. For standard SASIxp atoms, see the SASIxp Help.

<i>Step</i>	<i>Task</i>	<i>Atoms</i>
1.	Perform the setup tasks described in Chapter 2, Setup and Maintenance.	School; Sections; Tables Definition
2.	Verify that all students have the correct enter code assigned.	Enrollment
3.	Populate the data collection atom. See Chapter 4, Data Collection.	EFA/EIA Classification Info
4.	Run the Data Verification Report. For instructions, see Data Verification Report (SC06) on page 60.	State Report Launcher
5.	Correct any errors found on the Data Verification report.	
6.	Repeat Steps 4–5 until no errors are found.	



Reports

Printing the Master Classification List – Homeroom

1. From the State Report Launcher screen, click the link arrow next to SC07. The Report Interface screen displays.
2. In the *District Name* field, type your district name, or accept the default value. This field is required.
3. If you are running the report for a specific date, type the date in the *Date* field. If you are running the report for a specific school day, type the day number in the *Day Number* field (for example, 45). If you select a date other than a valid school day, the system defaults to the most recent school date prior to the date you entered.
4. In the *Teacher Number* fields, select the teachers that represent the range to include in the report. This field is optional.
5. In the *Section ID* field, select the section to include in the report. This field is optional.
6. Change print orientation to landscape.
7. Click Print.



Reports

Master Classification List—Homeroom Sample

Date: 11/15/08

WGED Code: 0000005

Name: Training High School

Telephone: 800-221-0888

Pupil Accounting System

Master Classification List - By Homeroom

48 Day - Date as of 11/05/08

Page: 3

District Number: 8005

District Name: 2002

Teacher: J - Castillo

Section #: E104 - English

Student Information				Student Classification														
Number	Student Name	Grade	Date	Gr	Class	Dir	Date	Gr	Class	Dir	Date	Gr	Class	Dir	Date	Gr	Class	Dir
210000150137	Adelman, Zade L.	11	08/05	11	KS	44	11/01	11	VI									
210000150138	Bayer, Robert	11	08/05	11	KS	44												
210000150141	Cavik, Tate	11	08/05	11	KS	44												
210000150111	Chen, Chu Sun	11	08/05	11	KS	44												
210000150142	Cheeman, Queen	11	08/05	11	KS	44												
210000150113	David, Rebecca Leigh	11	08/05	11	KS	44												
210000150114	Davis, Thomas M.	11	08/05	11	KS	44												
210000150157	Granger, Mikael	11	08/05	11	KS	44												
210000150118	Hanrick, Malcom	11	08/05	11	KS	44												
210000150119	Hart, Isaac	11	08/05	11	KS	44												
210000150116	Holmes, Sade Lynn	11	08/05	11	KS	44												
210000150182	King, Sherry	11	08/05	11	KS	44												
210000150116	King, Jamar	11	08/05	11	KS	44												
210000150121	Leach, Carmen	11	08/05	11	KS	44												
210000150122	Leung, Siu-H	11	08/05	11	KS	44												
210000150146	Linder, Marcell	11	08/05	11	KS	44												
210000150128	Lombardi, Brenda	11	08/05	11	KS	44												
210000150148	Mathews, Randi M.	11	08/05	11	KS	44												
210000150128	McDougal, Quenda	11	08/05	11	KS	44												
210000150138	Miles, Aaron R.	11	08/05	11	KS	44												
210000150131	Nixon, Bernard	11	08/05	11	KS	44												
210000150148	Noble, Melissa A.	11	08/05	11	KS	44												
210000150133	Parrell, Josh P.	11	08/05	11	KS	44												
210000150128	Raymond, Talley M.	11	08/05	11	KS	44												
210000150181	Smock, Trent	11	08/05	11	KS	44												
210000150144	Tan, Yi Sing	11	08/05	11	KS	44												

Master Classification List – Student (SC08)

The Master Classification List – Student report identifies the students in each EFA code based on the number of days the student was assigned to each EFA code. Although this report is not required by the SDE, schools often use it as a monitoring tool and as supporting detailed information for the Membership and Attendance report. The report provides two sorting options:

- By Name
- By Grade

Codes are ordered by date for a student. The duration is based on the values in the *Start Date* and *Stop Date* fields in the EFA History tab in the EFA/EIA Classification Info atom, compared to the number of membership days available during the specified time frame according to the Enrollment atom.

Withdrawals have a duration calculated.



Reports

Secondary EFA codes have no duration calculated. If a secondary EFA code is entered twice, the second entry is listed with no date or duration to mark the duplication.

This report requires an ADA field value of Y.

Report Interface Screen—Options Tab

A screenshot of the "Report Interface EX" software window, specifically the "Options" tab. The window has a blue title bar. Below the title bar, there's a "Master Classification List" dropdown menu showing "Master Class List - Student". To its right is a "Report ID" field containing "SC08". Further right is a "Recommended Orientation" section with a "Cover Page" checkbox (unchecked) and a "Draft Print" checkbox (unchecked). Below these is a "Custom" tab. Under the "Custom" tab, there are several fields: "Sort" with a dropdown menu set to "By Name", "District Name" with a text field containing "SC", "Date" with a text field, "Day Number" with a text field, and "Grade" with two dropdown menus. At the bottom of the window are five buttons: "Setup", "Save", "Close", "Queue", and "Print".



Reports

<i>Field</i>	<i>Description</i>
<i>Master Classification List</i>	Default is Master Class List – Student.
<i>Report ID</i>	SC08.
<i>Recommended Orientation</i>	Recommends a portrait or landscape page setup. Field is display only.
<i>Cover Page</i>	Prints a cover page.
<i>Draft Print</i>	Prints a draft copy.
<i>Sort</i>	Options for sorting the report. Select from the pop-up list. Options are: <ul style="list-style-type: none"> • By Name • By Grade
<i>District Name</i>	Name of your school's district. If blank, you must type in an entry. The contents of this field are included in the header of the report. The system updates the <i>District Name</i> field with any entry you make in this required field.
<i>Date</i>	Date for which you are running the report. The report requires a value in either this field or the <i>Day Number</i> field. The system displays an error message if both fields are blank or if both fields contain values.
<i>Day Number</i>	Specific school day for which you are running the report.
<i>Grade</i>	Starting and ending grade levels to include in the report. You can limit the report output to a single grade or a range of grades. The default is Blank, which includes all grades. These fields are optional.



Reports

Master Classification List – Student Checklist

Follow this checklist before you generate the Master Classification List – Student.

Before you perform any of these steps, review the instructions for any state-specific atoms that are listed. For standard SASIxp atoms, see the SASIxp Help.

Step	Task	Atoms
1.	Perform the setup tasks described in Chapter 2, Setup and Maintenance.	School; Sections; Tables Definition
2.	Verify that all students have the correct enter code assigned.	Enrollment
3.	Populate the data collection atom. See Chapter 4, Data Collection.	EFA/EIA Classification Info
4.	Run the Data Verification Report. For instructions, see see Data Verification Report (SC06) on page 60 .	State Report Launcher
5.	Correct any errors found on the Data Verification report.	
6.	Repeat Steps 4–5 until no errors are found.	

Printing the Master Classification List – Student

1. From the State Report Launcher screen, click the link arrow next to SC08. The Report Interface screen displays.
2. Select a Sort option to sort the report by Name or by Grade.
3. In the *District Name* field type your district name, or accept the default value. This field is required.
4. If you are running the report for a specific date, type the date in the *Date* field. If you are running the report for a specific school day, type the day number in the *Day Number* field (for example, 45). If you select a date other than a valid school day, the system defaults to the most recent school date prior to the date you entered.



Reports

5. In the *Grade* field, select the beginning and ending grade levels to include in the report. This field is optional.
6. Change print orientation to landscape.
7. Click Print.

Master Classification List – By Student Sample

Date: 11/17/00		Page: 1										
NED Code: 000000		Master Classification List - By Student										
Name: Training High School		45 Day - Data as of 11/01/00										
Telephone: 800-221-8888		District Number: 0005										
		District Name: 0000										
Student Information			Student Classification									
Number	Student Name	Grade	Homeroom Teacher	Date	Gr	Class	Cur	Score	Gr	Class	Cur	Score
210000200124	Almeida, Julia	09	McBride	00/05	09	01	44	11/01 09 1/4				
210000200127	Alexander, Zella L.	11	Castillo	00/05	11	05	44	11/01 11 1/4	11/01 11 TM			
210000200129	Adams, Julie R.	12	Kern	00/05	12	03	40	11/02 12 00/0	1			
210000200131	Adams, Kevin L.	10	Anderson	00/05	10	03	44					
210000200132	Aiken, Russell J.	10	McGee	00/05	10	05	44					
210000200133	Aiken, Grace R.	10	McGee	00/05	10	03	44					
210000200137	Alford, Julie	12	Jones	00/05	12	05	44					
210000200138	Anderson, Cecil J.	12	Kern	00/05	12	05	44					
210000200139	Avery, Terrence	12	Waring	00/05	12	03	44					
210000200140	Baker, Perry Louis	11	Underberg	00/05	11	05	44					
210000200141	Barnett, Nancy	09	Palmer	00/05	09	03	44					
210000200142	Barton, Judith	09	Palmer	00/05	09	03	44					
210000200143	Bauer, Robin	11	Castillo	00/05	11	05	44					
210000200144	Baxter, Lloyd	09	McGee	00/05	09	03	44					
210000200145	Beard, Michele Elizabeth	12	Waring	00/05	12	05	44					
210000200146	Benkert, Brandon Michael	10	Anderson	00/05	10	05	44					
210000200147	Benson, Minda Lytle	10	Anderson	00/05	10	03	44					
210000200148	Benson, Elizabeth Marie	10	McGee	00/05	10	03	44					
210000200149	Brown, Anne Rachael	12	Underberg	00/05	12	05	44					
210000200150	Brown, April M.	11	Underberg	00/05	11	03	44					
210000200151	Buller, Melinda	10	McGee	00/05	10	05	44					
210000200152	Bull, Allison R.	12	Snyder	00/05	12	03	44					
210000200153	Cabana, Anastasia M.	09	Snyder	00/05	09	03	44					
210000200154	Cannon, Tamara	11	Holmes	00/05	11	05	44					
210000200155	Cannon, Shirley Christine	12	Jones	00/05	12	03	44					
210000200156	Casanova, Douglas	12	Kern	00/05	12	05	44					
210000200157	Cavitt, Tyler	11	Castillo	00/05	11	05	44					
210000200158	Chambers, Andy	09	Palmer	00/05	09	03	44					
210000200159	Chavez, Isabella	12	Kern	00/05	12	05	44					
210000200160	Chen, Chu Sun	11	Castillo	00/05	11	05	44					
210000200161	Chen, Michael	11	Holmes	00/05	11	03	44					
210000200162	Cheng, Jui	12	Jones	00/05	12	05	44					
210000200163	Chen, Li	10	Anderson	00/05	10	03	44					
210000200164	Cheng, Sai Lu	09	McBride	00/05	09	03	44					
210000200165	Clark, Tanya M.	12	Kern	00/05	12	05	44					
210000200166	Clark, Woodrow Lawrence	12	Kern	00/05	12	03	44					
210000200167	Clements, Lillian Rene	12	Kern	00/05	12	05	44					
210000200168	Clements, Owen	11	Castillo	00/05	11	05	44					



Reports

Membership and Attendance Report and Extract (SC09)

The Membership and Attendance report is a one-page document containing all of the membership and attendance information required by the SDE. Although the state only requires you to submit the Membership and Attendance report on the 45th and 135th days of the school year, you can generate the report at any time.

You can run the Membership and Attendance report as a printed report or as a report and extract file. The extract produces a text file suitable for transmission to the SDE.

The report includes all students active for at least one day of the time frame of the report and with an ADA = Y. It excludes days for students with an ADA code of N or C.

Students with an enter code ending in "i" are excluded from this report.

For information on absence codes setup and usage, see Chapter 2, "Setup."

Extracts created for self-contained students have MSC file names instead of MEM.

The system performs several calculations to arrive at the required information.

1. Total EFA Grade Code by Grade Level

The program tallies the number of days the students were enrolled. The tally includes all days, including the day number or date indicated.

2. Total by EFA Code

The program sums all EFA grade codes by grade level tallies.

3. Average Daily Membership (ADM)

The program divides the membership total for the specified time period by the number of days.

4. Total ADM by EFA Code

The program divides the total by EFA Code (Calculation #2 above) by the number of days.

5. Total by Grade Level

The program provides a total of all EFA student membership days for each grade level.



Reports

6. Total ADM by Grade Level

The program divides the total by grade level (Calculation #5 above) by the number of days.

7. Total Absence by Grade Level

The program counts the number of absences per student based on attendance by grade level for the specified time period.

An error-free data verification report is required before running the extract.

Report Interface Screen—Options Tab

Field	Description
<i>Membership & Attendance Report</i>	Default is Membership and Attendance Report.
<i>Report ID</i>	SC09
<i>Recommended Orientation</i>	Recommends a portrait or landscape page setup. Field is display only.



Reports

<i>Field</i>	<i>Description</i>
<i>Cover Page</i>	Prints a cover page.
<i>Draft Print</i>	Prints a draft copy.
<i>District Name</i>	Name of your school's district. If blank, you must type in an entry. The contents of this field are included in the header of the report. The system updates the <i>District Name</i> field with any entry you make in this required field.
<i>Superintendent</i>	District superintendent's name. If blank, you must type in an entry. The contents of this field are used for a signature line on the bottom of the report. The system updates the <i>Contact</i> field with any entry you make in this required field.
<i>Date</i>	Date for which you are running the report. The report requires a value in either this field or the <i>Day Number</i> field. The system displays an error message if both fields are blank or if both fields contain values.
<i>Day Number</i>	Specific school day for which you are running the report.
<i>Process</i>	Indicates the type of output you want. Select from the pop-up list. Available options are: <ul style="list-style-type: none"> Printed Report Only—prints the report. Report and Extract—prints the report and sends the extract contents to the non-transmitted directory. Report and Extract (Ready for Transmission)—prints the report and sends the extract contents to the MEM directory.
<i>Report self-contained students only</i>	Indicates if you want the report to include only those students participating in self-contained classes. The default is Blank, which includes all students.



Reports

Membership and Attendance Report and Extract Checklist

Follow this checklist before you generate the Membership and Attendance report or extract.

Before you perform any of these steps, review the instructions for any state-specific atoms that are listed. For standard SASIxp atoms, see the SASIxp Help.

Step	Task	Atoms
1.	Perform the setup tasks described in Chapter 2, Setup and Maintenance.	School; Sections; Tables Definition
2.	Verify that all students have the correct enter code assigned.	Enrollment
3.	Populate the data collection atom. See Chapter 4, Data Collection.	EFA/EIA Classification Info
4.	Run the Data Verification Report. For instructions, see Data Verification Report (SC06) on page 60 .	State Report Launcher
5.	Correct any errors found on the Data Verification report.	
6.	Repeat Steps 4–5 until no errors are found.	

Printing the Membership and Attendance Report

1. From the State Report Launcher screen, click the link arrow next to SC09. The Report Interface screen appears.
2. In the *District Name* field, type your district name, or accept the default value. This field is required.
3. In the *Superintendent* field, type the name of the district superintendent, or accept the default value. This field is required.
4. If you are running the report for a specific date, type the date in the *Date* field. If you are running the report for a specific school day, type the day number in the *Day Number* field (for example, 45). If you select a date other than a valid school day, the system defaults to the most recent school date prior to the date you entered.



Reports

5. In the *Process* field, use the pop-up list select the type of report output you want.
6. Select the *Report Self-Contained Students Only* field if you want the report to include **only** self-contained students.
7. Change print orientation to landscape.
8. Click Print.

Membership and Attendance Report Sample

PUPIL ACCOUNTING SYSTEM MEMBERSHIP AND ATTENDANCE REPORT																	
School Information:										40 Day		District Name: SC					
Name: Secondary Demo										Options:		District Number: 1234					
Telephone: 808-755-4321										Self-contained only: No		Date: 06/23/09					
BEDS Code: 1234567												Data as of 11/01/09					
Line	EFA	PK	B0	B1	B2	B3	B4	B5	B6	B7	B8	B9	B10	B11	B12	Total	ADM
01	PK																
02	K																
03	P																
04	EL																
05	HS											4080	279	328	190	4758	118.97
06	LD																
07	EH																
08	TM																
09	OH																
10	HH																
11	AU																
12	WH																
13	HB																
14	TOTAL											4080	279	328	190	4758	
15	ADM											180.08	6.97	8.80	4.80	118.97	
16	About																

I certify that this report is true and correct:

Stanely Flats, Principal

ABC, Superintendent



Reports

Membership and Attendance Worksheet (SC10)

The Membership and Attendance Worksheet provides supporting information for the Membership and Attendance Report. The worksheet contains running membership and attendance totals of new students and dropped students by EFA code for each day in a specified date range.

This worksheet requires an *ADA* field value of Y. Students with an enter code ending in "i" are excluded from this report.

For information on absence codes setup and usage, see Chapter 2, "Setup."

The system performs several calculations to arrive at the required information.

1. Date

2. Day Num

3. Adds

The program provides a total of newly enrolled students for the date or day number indicated.

4. Drops

The program provides a total of newly dropped students for the date or day number indicated. Drops show on the first day of non-enrollment.

5. Cumulative Total

The program subtracts the number of drops from the number of adds to arrive at the net change in enrollment.

6. Total EFA grade Code by Date Range and Day Number

The program loops through all student EFA records by grade and provides the total number of students in each EFA code for each day included in the report.

7. Total EFA Grade Codes by Date Range and Day Number

The program provides the total number of students for all EFA codes for the indicated day.

8. Daily Absent

The program loops through attendance records and totals the number of students absent for each date included in the date range, according to the rules in Absence Reasons setup.



Reports

9. Daily Present

The program loops through attendance records and totals the number of students present for each date included in the date range.

10. Total Attendance

The program adds the figures for Daily Absent (Calculation #8) and Daily Present (Calculation #9).

11. Period Total

The program provides totals for the Calculations 1–10 for the current report page.

12. Cumulative Total by Period

The program adds the Period Totals (Calculation #11) for each page printed so far.

13. Average Daily Membership

The program loops through attendance records and divides the actual days of membership by the number of possible days of membership to arrive at the average daily membership for the current report page and all report pages printed so far.

14. Average Daily Attendance

The program loops through attendance records and divides the actual days of attendance by the number of possible days of attendance to arrive at the average daily attendance for the current report page and all report pages printed so far.



Reports

Report Interface Screen—Options Tab

Report Interface EX

Membership and Attendance
 Membership and Attendance Worksheet

Report ID
 SC10

Recommended Orientation
☐ Cover Page
☐ Draft Print

Options Custom

Date Range: - Day Number:

Grade: -

District Name: SC

☐ Report self-contained students only

Setup Save Close Queue Print

Field	Description
<i>Membership and Attendance</i>	Default is Membership and Attendance Worksheet.
<i>Report ID</i>	SC10.
<i>Recommended Orientation</i>	Recommends a portrait or landscape page setup. Field is display only.
<i>Cover Page</i>	Prints a cover page.
<i>Draft Print</i>	Prints a draft copy.
<i>Date Range</i>	Date range for which you are running the report. The report requires either a range of dates in this field or a value in the <i>Day Number</i> field. The system displays an error message if both fields are blank or if both fields contain values.
<i>Day Number</i>	Specific school day for which you are running the report.



Reports

<i>Field</i>	<i>Description</i>
<i>Grade</i>	Starting and ending grade levels to include in the report. You can limit the report output to a single grade or a range of grades. The default is Blank, which includes all grades. These fields are optional.
<i>District Name</i>	Name of your school's district. If blank, you must type in an entry. The contents of this field are included in the header of the report. The system updates the <i>District Name</i> field with any entry you make in this required field.
<i>Report self-contained students only</i>	Indicates if you want the report to include only those students participating in self-contained classes. The default is Blank, which includes all students.

Membership and Attendance Worksheet Checklist

Follow this checklist before you generate the Membership and Attendance Worksheet.

Before you perform any of these steps, review the instructions for any state-specific atoms that are listed. For standard SASIxp atoms, see the SASIxp Help.

<i>Step</i>	<i>Task</i>	<i>Atoms</i>
1.	Perform the setup tasks described in Chapter 2, Setup and Maintenance.	School; Sections; Tables Definition
2.	Verify that all students have the correct enter code assigned.	Enrollment
3.	Populate the data collection atom. See Chapter 4, Data Collection.	EFA/EIA Classification Info



Reports

Step	Task	Atoms
4.	Run the Data Verification Report. For instructions, see see Data Verification Report (SC06) on page 60 .	State Report Launcher
5.	Correct any errors found on the Data Verification report.	
6.	Repeat Steps 4–5 until no errors are found.	

Printing the Membership and Attendance Worksheet

1. From the State Report Launcher screen, click the link arrow next to SC10. The Report Interface screen appears.
2. If you are running the report for a specific date range, type the range in the *Date Range* fields. If you are running the report for a specific school day, type the day number in the *Day Number* field (for example, 45). If you select a date other than a valid school day, the system defaults to the most recent school date prior to the date you entered.
3. In the *Grade* field, select the beginning and ending grade levels to include in the report. This field is optional.
4. In the *District Name* field, type your district name, or accept the default value. This field is required.
5. Select the *Report Self-Contained Students Only* field if you want the report to include **only** self-contained students.
6. Change print orientation to landscape.
7. Click Print.



Reports

Membership and Attendance Worksheet Sample

PUPIL ACCOUNTING SYSTEM																					
MEMBERSHIP AND ATTENDANCE WORKSHEET																					
School Information:										Day Number Range: 1 - 40					Page: 1						
Name: Secondary Demo										Options:					District Name: SC						
Telephone: 989-785-4321										Self-contained only: No					District Number: 1234						
BIDS Code: 1234569															Date Range: 8/4/99 - 11/6/99						
															Date: 08/22/08						
															Grade: 08						
Day		MEMBERSHIP (By EFA Classification)																			
Date	Num	Add/Drops			PK	K	P	EL	HS	LD	EH	TM	CH	NH	AD	VA	HB	ATTENDANCE			
		New	Dep	Cur														Total	Absent	Present	Total
Bal. Fwd.																					
9-7	1								180									180	180	180	
		100		100																	
8	2								180									180	180	180	
				100																	
6	3								180									180	180	180	
				100																	
18	4								180									180	180	180	
				100																	
13	5								180									180	180	180	
				100																	
14	6								180									180	180	180	
				100																	
15	7								180									180	180	180	
				100																	
16	8								180									180	180	180	
				100																	
17	9								180									180	180	180	
				100																	
Per. Total					980													980	980		
		100		100																	
Cum. Total					980													980	980		
		100		100																	
Average Daily Membership:					This page:		108.80		Cumulative:		180.00										
Average Daily Attendance:					This page:		108.80		Cumulative:		180.00										



Reports

Precode Extract (SC11)

The Precode Extract produces a text file suitable for transmission to the SDE. There is no report generated, only an extract. The Precode Extract contains three data sections:

- Student demographics
- Existing SASIxp mapped fields
- State-defined Precode fields

Only active students are extracted.

An error-free data verification report is required before running the extract.

Report Interface Screen—Options Tab

Report Interface EX

Pre Code Extract: Pre-Code Extract

Report ID: SC11

Recommended Orientation:

Options: Custom

Process: Extract

Buttons: Setup, Save, Close, Queue, Print



Reports

<i>Field</i>	<i>Description</i>
<i>Pre-Code Extract</i>	Default is Pre-Code Extract.
<i>Report ID</i>	SC11
<i>Recommended Orientation</i>	Recommends a portrait or landscape page setup. Field is display only.
<i>Cover Page</i>	Prints a cover page.
<i>Draft Print</i>	Prints a draft copy.
<i>Process</i>	<p>Indicates the type of output you want. Select from the pop-up list. The default is extract. Available options are:</p> <ul style="list-style-type: none"> • Extract—Sends the extract contents to the non transmitted directory. • Extract (Ready for Transmission)—Sends the extract contents to the PRC directory.

Report Interface Screen—Custom Tab

Use this tab to use the job queue function only. Print Preview does not apply for this extract.



Reports

Precode Extract Checklist

Follow this checklist before you generate the Precode Extract.

Before you perform any of these steps, review the instructions for any state-specific atoms that are listed. For standard SASIxp atoms, see the SASIxp Help.

Step	Task	Atoms
1.	Perform the setup tasks described in Chapter 2, Setup and Maintenance.	School; Sections; Tables Definition
2.	Verify that all homeroom sections have teachers assigned and that students are properly scheduled.	Teacher; Sections
3.	Verify that all student lunch codes, birthdates, and ethnic codes are properly assigned.	Student
4.	Verify that all students have the correct Precode values assigned. See Chapter 4, EFA/EIA Data Collection.	EFA/EIA Classification Info
5.	Run the Data Verification Report. For instructions, see Data Verification Report (SC06) on page 60 .	State Report Launcher
6.	Correct any errors found on the Data Verification report.	
7.	Repeat Steps 5–6 until no errors are found.	

Generating the Precode Extract

1. From the State Report Launcher screen, click the link arrow next to SC11. The Report Interface screen appears.
2. In the *Process* field, select the type of process from the pop-up list.
3. Click Print.



Reports

Reports from an Extract (SC12)

Reports from an Extract reads one of three extract file types for a school and duplicates the original report using the extract. (All other SASIxp reports are printed from the SASIxp database.) This report looks identical to the report that runs when the extract is originally created. The extract files that print are:

- 35-Day Enrollment
- Cumulative Class
- Membership and Attendance

The extract file names and sub-directory paths that are used to create the report are printed on the last page of the report.

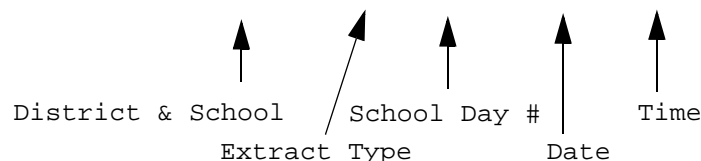
Generating Reports from Extracts

Reports from an Extract checks all of the sub-directories (the four extract sub-directories, Archive sub-directory, and other sub-directories) in the Extract Root path for the latest extract file for each school. These sub-directories contain the following extract files:

- The Archive sub-directory contains all of the extract files that have been sent to the SDE using Entrata™ software. Entrata software automatically creates sub-directories within the Archive sub-directory for each transmission day. The Entrata application must be configured to create archives under the Extract Root directory.
- The Cumulative Class, 35-Day Enrollment, Membership and Attendance, and Precode sub-directories contain all of the extract files that need to be sent to SDE.
- The Non-transmission sub-directory contains all extracts that the district does not want to send to SDE, but still wants to include in the report.

The extract files in these sub-directories have a common naming format. All of the extract file names are 33 characters long and consist of five nodes separated by periods, as in this example:

FileName: D1234999.MEM.D045.D000514.T181313





Reports

The five nodes of this sample extract file name indicate that:

- This extract is from district “1234” and school “999” within that district.
- This is the Membership and Attendance extract for the 45th day of school.
- This extract file was created on 5/14/00 at 6:13:13 p.m.

The available extract types are:

<i>Extract Type</i>	<i>Definition</i>
<i>ENR</i>	35 Day Enrollment Extract (SC01)
<i>MEM</i>	Membership and Attendance Extract (SC09)
<i>MSC</i>	Membership and Attendance Self-Contained
<i>SAS</i>	Cumulative Class Extract (SC02)
<i>SSS</i>	Cumulative Class for Summer School
<i>PRC</i>	Precode Extract (SC11)

If you request a report for Membership and Attendance on the 45th school day, the report program scans all of the sub-directories within the Extract Root sub-directory, searching for the latest extract file for each school specified using the date range.

This date range defaults to August 1st through July 31st of the current school year. Only extract files with dates within this range are included in the scanning logic. This prevents an extract from the last school year from being included in the report.

You can use this report for more than one school at a time by using the *School Num Range* fields.



Reports

Report Interface Screen—Options Tab

Report Interface EX

Reports from an Extract Report ID
Reports from an Extract SC12

Recommended Orientation ☐ Cover Page
☐ Draft Print

Options Custom

Extract Type 35 Day Enrollment

Extract Date Range 08/01/99 - 07/31/00 School Num Range 999 - 999

Setup Save Close Queue Print

Report Interface EX

Reports from an Extract Report ID
Reports from an Extract SC12

Recommended Orientation ☐ Cover Page
☐ Draft Print

Options Custom

Extract Type Cumulative Class

Extract Date Range 08/01/98 - 07/31/99 School Num Range 001 - 001

School Day Number School Type Regular School

Setup Save Close Queue Print



Reports

Report Interface EX

Reports from an Extract Report ID: SC12 Recommended Orientation: ☐ Cover Page ☐ Draft Print

Reports from an Extract Options: Custom

Extract Type: Membership & Attendance

Extract Date Range: 08/01/98 - 07/31/99 School Num Range: 001 - 001

School Day Number:

☐ Report Self-Contained Students Only

Setup Save Close Queue Print

Field	Description
<i>Reports from an Extract</i>	Default is Reports from an Extract.
<i>Report ID</i>	SC12.
<i>Recommended Orientation</i>	Recommends a portrait or landscape page setup. Field is display only.
<i>Cover Page</i>	Prints a cover page.
<i>Draft Print</i>	Prints a draft copy.
<i>Extract Type</i>	Type of extract to be used for recreating a report. Pop-up list includes: <ul style="list-style-type: none"> • 35 Day Enrollment • Cumulative Class • Membership and Attendance



Reports

<i>Field</i>	<i>Description</i>
<i>Extract Date Range</i>	Confines the search for the most recent extract to a specific date range. The extract file whose file name contains the most recent date node within this date range and also matches the appropriate extract type (ENR for 35-Day Enrollment, SAS or SSS for Cumulative Class, MSC or MEM for Membership and Attendance) for this school is used for this report.
<i>School Num Range</i>	The beginning and ending school numbers included in the report. Leaving this field blank recreates a report for all schools that have an extract file.
<i>School Day Number</i> (Cumulative Class and Membership & Attendance)	Specific school day for which you are running the report.
<i>School Type</i> (Cumulative Class)	Type of school for which you are running the report. Select from the pop-up list. Available school types are Regular and Summer.
<i>Report self-contained students only</i> (Membership & Attendance)	Indicates if you want the report to include only those students participating in self-contained classes. The default is Blank, which includes all students.

Generating Reports from an Extract

1. Verify that the required extracts exist.
2. From the State Report Launcher screen, click the link arrow next to SC12. The Report Interface screen appears.
3. In the *Extract Type* field, select the extract type from the pop-up list.
4. In the *Extract Date Range* field, select the specific date range to find the most recent extract. The default date range is the one-year period beginning August 1 and ending July 31 for the school year currently logged into.



Reports

5. In the *School Num Range* field, select the beginning and ending school numbers that you want to include in the report or leave blank for all schools.
6. If generating the Cumulative Class report, insert the specific school day for which you are running the report in the *School Day Number* field and select either regular or summer school from the pop-up list in *School Type* field.
7. If generating the Membership & Attendance report, insert the specific school day for which you are running the report in the *School Day Number* field. Check the *Report Self-Contained Students Only* checkbox if you want the report to include **only** those students participating in self-contained classes.
8. Change print orientation to landscape.
9. Click Print.

District Summary Reports (SC13)

The District Summary Report (SC13) reads one of three extract file types for all schools and prints a district summary report from those individual school extract files. The District Summary Report is available for:

- 35-Day Enrollment
- Cumulative Class
- Membership and Attendance

The extract file names and sub-directory paths that are used to create the report are printed on the last page of the report.

Generating District Summary Reports from Extracts

District Summary Reports checks all of the sub-directories (the four extract sub-directories, Archive sub-directory, and other sub-directories) in the Extract Root path for the latest extract file for each school. These sub-directories contain the following extract files:

- The Archive sub-directory contains all of the extract files that have been sent to the SDE using Entrata™ software. Entrata software automatically creates sub-directories within the Archive sub-directory for each transmission day. The Entrata application must be configured to create archives under the Extract Root directory.
- The Cumulative Class, 35-Day Enrollment, Membership and Attendance, and Precode sub-directories contain all of the extract files that need to be sent to SDE.

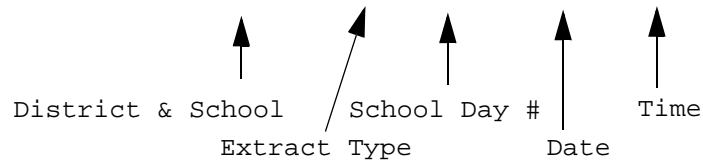


Reports

- The Non-transmission sub-directory contains all extracts that the district does not want to send to SDE, but still wants to include in the report.

The extract files in these sub-directories have a common naming format. All of the extract file names are 33 characters long and consist of five nodes separated by periods, as in this example:

FileName: D1234999.MEM.D045.D000514.T181313



The five nodes of this sample extract file name indicate that:

- This extract is from district "1234" and school "999" within that district.
- This is the Membership and Attendance extract for the 45th day of school.
- This extract file was created on 5/14/00 at 6:13:13 p.m.

The available extract types are:

<i>Extract Type</i>	<i>Definition</i>
<i>ENR</i>	35 Day Enrollment Extract (SC01)
<i>MEM</i>	Membership and Attendance Extract (SC09)
<i>MSC</i>	Membership and Attendance Self-Contained
<i>SAS</i>	Cumulative Class Extract (SC02)
<i>SSS</i>	Cumulative Class for Summer School
<i>PRC</i>	Precode Extract (SC11)

Bookmark	Contents	Search	Usage	Glossary	Print	Back	Forward	First	Previous	Next	Last
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Reports

If you request a report for Membership and Attendance on the 45th school day, the report program scans all of the sub-directories within the Extract Root sub-directory, searching for the latest extract file for each school specified using the date range.

This date range defaults to August 1st through July 31st of the current school year. Only extract files with dates within this range are included in the scanning logic. This prevents an extract from the last school year from being included in the report.



Reports

Report Interface Screen—Options Tab

Report Interface EX

District Summary Reports
District Summary Reports

Report ID
SC13

Recommended Orientation
 ☐ Cover Page
☐ Draft Print

Options | Custom

Extract Type
35 Day Enrollment

Extract Date Range
08/01/99 - 07/31/00

Setup Save Close Queue Print

Report Interface EX

District Summary Reports
District Summary Reports

Report ID
SC13

Recommended Orientation
 ☐ Cover Page
☐ Draft Print

Options | Custom

Extract Type
Cumulative Class

Extract Date Range
08/01/98 - 07/31/99

School Day Number

School Type
Regular School

Setup Save Close Queue Print



Reports

Report Interface EX

District Summary Reports
 District Summary Reports

Report ID
 SC13

Recommended Orientation
☐ Cover Page
☐ Draft Print

Options
 Custom

Extract Type
 Membership & Attendance

Extract Date Range
 08/01/98 - 07/31/99

School Day Number

☐ Report Self-Contained Students Only

Setup Save Close Queue Print

Field	Description
<i>District Summary Reports</i>	Default is District Summary Reports.
<i>Report ID</i>	SC13.
<i>Recommended Orientation</i>	Recommends a portrait or landscape page setup. Field is display only.
<i>Cover Page</i>	Prints a cover page.
<i>Draft Print</i>	Prints a draft copy.
<i>Extract Type</i>	Type of extract to be used for creating the report. Pop-up list includes: <ul style="list-style-type: none"> • 35 Day Enrollment • Cumulative Class • Membership and Attendance



Reports

<i>Field</i>	<i>Description</i>
<i>Extract Date Range</i>	Confines the search for the most recent extracts to a specific date range. The extract files whose file name contains the most recent date node within this date range and also matches the appropriate extract type (ENR for 35-Day Enrollment, SAS or SSS for Cumulative Class, MSC or MEM for Membership and Attendance) for these schools are used for this report.
<i>School Day Number</i> (Cumulative Class and Membership & Attendance)	Specific school day for which you are running the report.
<i>School Type</i> (Cumulative Class)	Type of school for which you are running the report. Select from the pop-up list. Available school types are Regular and Summer.
<i>Report self-contained students only</i> (Membership & Attendance)	Indicates if you want the report to include only those students participating in self-contained classes. The default is Blank, which includes all students.

Generating District Summary Reports

1. Verify that the required extracts exists.
2. From the State Report Launcher screen, click the link arrow next to SC13. The Report Interface screen appears.
3. In the *Extract Type* field, select the extract type from the pop-up list.
4. In the *Extract Date Range* field, select the specific date range to find the most recent extracts. The default date range is the one-year period beginning August 1 and ending July 31 for the school year currently logged into.
5. If generating the Cumulative Class summary report, insert the specific school day for which you are running the report in the *School Day Number* field and select either regular or summer school from the pop-up list in *School Type* field.



Reports

6. If generating the Membership & Attendance summary report, insert the specific school day for which you are running the report in the *School Day Number* field. Check the *Report Self-Contained Students Only* checkbox if you want the report to include **only** those students participating in self-contained classes.
7. Change print orientation to landscape.
8. Click Print.

Mark Distribution Analysis Report (SC14)

This report prints a mark distribution analysis organized by teacher, course, and beginning period. This analysis shows totals and percentages for all academic marks awarded during the selected marking period. Totals compile and display for each teacher and course. Totals for the entire school also display.

For each teacher listed, the following information is provided:

- Course number and title
- Class period
- Totals and percentages of students

If the school uses tracks, the **Track** field displays on the report interface and you can choose a particular track for which you want to print the report.



Reports

Report Interface For Schools Using Tracks

Report Interface EX

Report ID: SC14 Recommended Orientation: ☐ Cover Page ☐ Draft Print

Mark Distribution Analysis Report

Generic Report

Enter Parameters for Mark Distribution Analysis Repo

Options Custom

Teacher Number: - Track: A

Course ID: -

Marking Period: 1st 9wk

Setup Save Close Queue Print



Report Interface Fields

<i>Fields</i>	<i>Description</i>
Report ID	Report's identification code
Recommended Orientation	Report's recommended page orientation. Click Setup to verify that your printer's paper orientation matches the recommended orientation (in this case, landscape).
Teacher Number	Enter a single teacher number or a range of teacher numbers for which you want the mark distribution to print. If both fields are left blank, distribution totals are calculated for all teachers.
Course ID	Enter a single course ID or a range of IDs for which you want mark distribution to print. The maximum size of this field is set in the Course Length field on the Schedule Tab of the School atom.
Track	Select the appropriate track. Note: The track type can be either numeric or alpha. You can set the track type in Track Type field on the General tab of the School atom.



Reports

<i>Fields</i>	<i>Description</i>
Marking Period	<p>Select a marking period for the report. This field takes values from the marking periods defined in the Hdg1 and Hdg2 fields on the Marks tab of the Grading Setup atom. This fields defaults to the first marking period.</p> <p>For more information, see "Setting Up Grading" in <i>SAS/Exp™ Grade Reporting Training Guide</i></p> <p>Note: Hdg1 and Hdg2 fields define a marking period. For example, you can set a Marking period to Fnl Grd when you define Fnl in the Hdg1 field and Grd in the Hdg2 field. When the Hdg1 and Hdg2 fields are combined, each item must be unique. If there are duplicates, only the first instance of the marking period will be printed. For example, you set a marking period to Sem Exam for the first semester (line 4 on the Marks tab of Grading Setup) and you set a marking period to Sem Exam for the second semester (line 9 on the Marks tab of Grading Setup). In this instance, the report interface will show two selections of Sem Exam, but only the first one will be reported. To resolve this, ensure that all marking periods defined on the Marks tab of Grading Setup are unique when the Hdg1 and Hdg2 fields are combined.</p>



Reports

Running the Report

1. From the State Report Launcher screen, click the link arrow next to SC14. The Report Interface displays.
2. Enter appropriate information in the fields.
3. Click **Print**.

Note: Running the SC14 report can produce both a report and an error log. If any of the parameters on the report interface are met, a report prints. At the same time, if any of the parameters are not met, errors are generated and placed in the error log. To obtain all of the data for the SC14 report, review both the report and the error log.

Sample Report (Page 1)

02/10/04 17:36:17 Track: A Tch #: 999			Secondary Demo Mark Distribution Analysis Report 1st 9wk			SC14 Page 1		
Teacher Name: Helki, Enula S. Mth Enrchmt Emb CP - 999909CC - Per 08			Algebra I EMB Cp -111111CC - Per 01					
Marks	Total	Pct	Marks	Total	Pct	Marks	Total	Pct
70	1	100.0	0	1	2.1	99	1	2.1
			50	1	2.1	100	2	4.2
			51	1	2.1			
			56	1	2.1			
			57	1	2.1			
			58	1	2.1			
			59	1	2.1			
			60	1	2.1			
			61	1	2.1			
			62	1	2.1			



Reports

Sample Report (Page 2)

03/01/04 9:20			Secondary Demo Mark Distribution Analysis Report 1st6wks						SC 14 Page 150	
School Totals										
Marks	Total	Pct	Marks	Total	Pct	Marks	Total	Pct		
0	0	0.00	45	0	0.00	90	219	4.00		
1	0	0.00	46	0	0.00	91	200	3.65		
2	0	0.00	47	0	0.00	92	197	3.60		
3	0	0.00	48	0	0.00	93	320	5.85		
4	0	0.00	49	0	0.00	94	266	4.86		
5	0	0.00	50	0	0.00	95	312	5.70		
6	0	0.00	51	0	0.00	96	360	6.58		
7	0	0.00	52	0	0.00	97	362	6.61		
8	0	0.00	53	3	0.05	98	385	7.03		
9	0	0.00	54	1	0.2	99	320	5.85		
10	0	0.00	55	0	0.00	100	313	5.72		
11	0	0.00	56	1	0.2	E	0	0.00		
12	0	0.00	57	1	0.2	N	0	0.00		
13	0	0.00	58	1	0.2	S	0	0.00		
14	0	0.00	59	0	0.00	U	0	0.00		
15	0	0.00	60	155	2.83					
16	0	0.00	61	14	0.26					
17	0	0.00	62	15	0.27					
18	0	0.00	63	12	0.22					
19	0	0.00	64	13	0.24					
20	0	0.00	65	53	0.97					
21	0	0.00	66	16	0.29					
22	0	0.00	67	20	0.37					
23	0	0.00	68	28	0.51					
24	0	0.00	69	15	0.27					
25	0	0.00	70	119	2.17					
26	0	0.00	71	48	0.88					
27	0	0.00	72	30	0.55					
28	0	0.00	73	60	1.10					
29	0	0.00	74	48	0.88					
30	0	0.00	75	52	0.95					
31	0	0.00	76	80	1.46					
32	0	0.00	77	77	1.41					
33	0	0.00	78	81	1.48					
34	0	0.00	79	59	1.8					
35	0	0.00	80	118	2.16					
36	0	0.00	81	79	1.44					
37	0	0.00	82	84	1.53					
38	0	0.00	83	102	1.86					
39	0	0.00	84	87	1.59					
40	0	0.00	85	174	3.18					
41	0	0.00	86	145	2.65					
42	0	0.00	87	128	2.34					
43	0	0.00	88	151	2.76					
44	1	0.2	89	148	2.70					

Note: The report includes a maximum of two sections for every page for each teacher. Each section reports a maximum of 135 unique marks. For sections with more than 135 marks, the report prints the first 135 marks. Additional marks do not print on the Teacher page nor on the School Total page.



Reports

Report Fields

<i>Fields</i>	<i>Description</i>
Date	The date the report is printed
Time	The time the report is printed
School Name	The name of the school for which the report is printed
Report Title	The title of the report
Marking Period	The marking period you selected for the report
Rpt #	The number of the report
Page Number	The page number of the report
Tch #	The number of the teacher for which the report is printed
Teacher Name	The name of the teacher for which the report is printed
Course	The course of the report for which the mark totals are displayed in columns (e.g. Drama, Dance)
Course ID	The course ID of the course for which the mark totals are displayed (e.g. 25210000, 25250000)
Period	The period of the course for which the mark totals are displayed (e.g. Per 07, Per 06)
Marks	The marks for which the totals are printed on the report
Total	The mark total of the marks for the course
Pct	The percentage of the marks total for the course



Reports

Error Log

The SC14 report fails to generate in the following situations:

- Teacher does not belong to the school
- Students are not assigned to a teacher
- Teacher has not assigned marks to the students
- Data absent for the selected values

The errors are logged in SC14ErrorLogFile.log and stored in the datafile folder.

Note: Running the SC14 report may produce both a report and an error log. If any of the parameters on the report interface are met, a report will print. At the same time, if any of the parameters are not met, errors will be generated and placed in the error log. To get all the data for the SC14 report, both the report and the error log should be reviewed.

Sample Error Message

```
Wed Feb 11 14:13:54 2004
Secondary Demo
Error report for SC14
=====
Report not generated for teacher 211,course 321100CW,marking period 1st 9wk,begin period 01: Invalid track
Report not generated for teacher 211,course 321101CW,marking period 1st 9wk,begin period 05: Invalid track
Report not generated for teacher 211,course 321101CW,marking period 1st 9wk,begin period 07: Invalid track
Report not generated for teacher 211,course 321101CW,marking period 1st 9wk,begin period 08: Invalid track
Report not generated for teacher 211,course 321101HW,marking period 1st 9wk,begin period 06: Invalid track
Report not generated for teacher 211,course 322100CW,marking period 1st 9wk,begin period 01: Invalid track
```

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Reports

Bookmark	Contents	Search	Usage	Glossary	Print	Back	Forward	First	Previous	Next	Last
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Extracts

6

Extracts

This chapter describes the extract processes run by the district. It is intended for system administrators.



Extracts

Producing Extracts

District offices are required to submit data extracts to the SDE on predetermined dates during the school year. The available extracts are:

- 35-Day Enrollment
- Cumulative Class
- Membership & Attendance
- Precode

Extracts can be created if the Data Verification Report for that extract ran error-free. The schools should be responsible for running the Data Verification Report for the extracts. This will allow the schools to correct any identified errors before the nightly DI upload.

The Data Verification Report can be run for a specific extract type or for All SRC Data (No extracts). For each specific extract type that is run, the Data Verification Report process sets a control flag that includes the date and time the report ran and indicates whether the report was error-free. The control flag is not set for All SRC Data (No extracts).

Each extract process checks the Data Verification control flag. The extract quits running if the control flag indicates that the Data Verification Report was not run or errors were found.

If the control flag indicates that the report was error-free, the extract process compares the control flag's date and time against the last date and time that the extract ran (the last run date and time is stored in a South Carolina SASIxp control file). The extract process quits if the control flag's date and time are not more recent than the last run date and time. This check prevents any extract process that may be configured to run automatically in the Job Queue from producing a new extract without first running the Data Verification Report. An extract is produced only if an error-free Data Verification Report has been run since the last time the extract process was run.

Requiring the Data Verification Report to run before extracts are created ensures that the extracts do not have data consistency errors. Because an extract might run hours or days after the Data Verification Report runs, it is possible that the data will have errors at the time of the production of the extract. All extract processes run a Data Verification Report behind the scenes. If any errors are found, the extract process quits running.

Bookmark	Contents	Search	Usage	Glossary	Print	Back	Forward	First	Previous	Next	Last
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Extracts

The control file update logic works the same when you preview a Data Verification Report as when the report is printed. However, if you use the Job Queue, your only option is to print the report.

The district office can use the SASIxp Job Queue atom to automate the creation of reports and extracts using a schedule defined by the district. Follow the steps in Appendix D to use the Job Queue to run reports and extracts.



Extracts

This table shows the steps in a sample extract process from the school sites to the district level. The reports, extracts, days, and times are for illustrative purposes only.

Step	Description
1	School 001 runs the data verification report for Membership and Attendance at 1 p.m. The data verification report finds no errors and sets the control flag along with the date and time that the report ran (Monday at 1 p.m.).
2	That night, the SASIxp District Integration process copies SASIxp files from the file server at school 001 to the file server at the district office. In addition to files such as Discipline and Course History, District Integration also copies the control flag file.
3	<p>After District Integration uploads the files from the site servers, the district office can run the Membership and Attendance extract for school 001. This extract process completes these steps:</p> <ol style="list-style-type: none"> 1. Check the control flag for Membership and Attendance to verify the report at the school site ran successfully. Abort this process if there are errors. Otherwise, continue with the next step. 2. Compare and verify that the control flag's date and time are greater than the date and time that are saved in the control file. If the control flag's date and time are not greater, then abort this process. Otherwise, continue with the next step. 3. Run the behind-the-scenes version of the data verification report to ensure that errors have not been added to the data from school 001 since the time that the school ran the report. If errors exist in the data, abort this process. Otherwise, continue with the next step. 4. Produce the Membership and Attendance extract for school 001. 5. Copy the date and time (Monday at 1p.m.) that displays on the report from school 001 from the control flag file to the control file.



Extracts

Sending Extract Files to SDE

Extracts are initially placed into one of five sub-directories based on extract type—MEM, ENR, SAS, PRC, and NON. For example, the MEM sub-directory for Membership and Attendance extracts contains an extract for each school for which the district office has successfully created the extract. The same subdirectory placement is true for the ENR, SAS, and PRC extracts. MSC extracts are placed in the MEM sub-directory, and SSS extracts are placed in the SAS sub-directory. Extracts that will not be sent to SDE (the Report and Extract option is selected from the Process pop-up list in the Report Interface) are placed in the NON sub-directory.

The district office uses Entrata® electronic services to copy some or all of the files from each of the four sub-directories to SDE. After successfully copying a file to SDE, Entrata electronic services automatically moves the file to an Archive sub-directory. You no longer see the file in the original sub-directory, but it is still available on the district file server for later reporting by using the SC12 and SC13 SRC reports.

Setting Extract Directory Locations

The district office must create the necessary extract sub-directories before the extracts can run. The SDE recommends the sub-directory structure \district root SAS\Extracts, containing the sub-directories ENR, SAS, MEM, PRC, NON, and Archive.

The EFA/EIA Classification Info atom enables you to set the paths to the following sub-directories for storing extract text files:



Extracts

1. Open the EFA/EIA Classification Info atom.
2. Select the Set Extract Path option from the EFA/EIA Info menu. The Set Extract Path dialog box displays the current extract locations. One or more of the paths may be blank the first time the window is opened.

The image shows a Windows-style dialog box titled "Set Extract Path". It contains six rows, each with a blue arrow icon and a text field. The text fields contain the following paths:

- Set Path for Extract Root: D:\SCEExtracts
- Set Path for Membership and Attendance Extract: D:\SCEExtracts\Membership&Attendance
- Set Path for 35 Day Enrolment Extract: D:\SCEExtracts\35Day
- Set Path for Cumulative Class Extract: D:\SCEExtracts\CumulativeClass
- Set Path for Pre Code Extract: D:\SCEExtracts\PreCode
- Set Path for Non-Transmitted Extract: D:\SCEExtracts\NonTransmitted

A "Close" button is located at the bottom right of the dialog box.



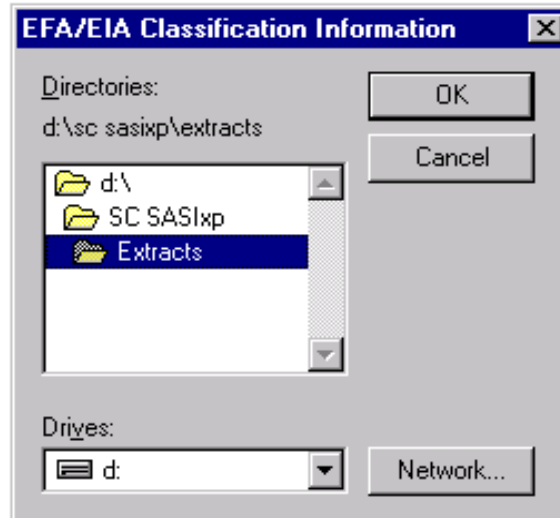
Extracts

<i>Field</i>	<i>Description</i>
<i>Set Path for Extract Root</i>	Home or root directory for all extracts at the district office. This directory and all of its sub-directories are searched in order to find the most recent extract file based on the extract type and date range information provided by you on the Report Interface screen when running SC12 (Reports from an Extract) and SC13 (District Summary Reports).
<i>Set Path for Membership and Attendance Extract</i>	Destination directory for the Membership and Attendance extract when you select Report and Extract (Ready for Transmission) on the Membership and Attendance Report Interface screen.
<i>Set Path for 35 Day Enrollment Extract</i>	Destination directory for the 35-Day Enrollment extract when you select Report and Extract (Ready for Transmission) on the 35-Day Enrollment Report Interface screen.
<i>Set Path for Cumulative Class Extract</i>	Destination directory for the Cumulative Class extract when you select the Process pop-up list Report and Extract (Ready for Transmission) on the Cumulative Class Report Interface screen.
<i>Set Path for Precode Extract</i>	Destination directory for the Precode extract when you select Report and Extract (Ready for Transmission) on the Precode Report Interface screen.
<i>Set Path for Non-Transmitted Extract</i>	Destination directory for any of the four extracts when you select Report and Extract (Ready for Transmission) on the Report Interface screen.



Extracts

3. Click on the link arrow next to Set Path for Extract Root. A second dialog box displays. Use this dialog box to set the path.



4. Navigate to the folder sub-directory where you want extract files to be placed, select the appropriate sub-directory, and click OK. The system returns to the first dialog box with the selected path displayed.
5. Click Save to save the extract location, or click Undo to restore the previous location.
6. Repeat Steps 3–5 to set a path for each extract, if applicable.
7. Click Close.



Extracts

The following table describes the four scenarios that may occur based on how the extract paths are defined.

Scenario	Description
<p><i>Scenario 1:</i></p> <p><i>All six paths are undefined.</i></p>	<ul style="list-style-type: none"> • The four extracts do not generate. • The Process pop-up list on the Report Interface screen for the Membership and Attendance Report, the 35-Day Enrollment Report, Cumulative Class Report, and the Precode Extract do not have the Report and Extract and Report and Extract (Ready for Transmission) options available. A Printed Report Only option is available on all but the Precode Extract Report Interface screen. Attempting to open the Precode Extract Report generates an error message that the extract path has not been set. • Reports from an Extract (SC12) and District Summary REports (SC13) will not generate.
<p><i>Scenario 2:</i></p> <p><i>Extract Root path is defined; the other five paths are undefined.</i></p>	<ul style="list-style-type: none"> • The Report and Extract generates successfully. The Extract Root sub-directory is the destination directory. • The process pop-up on the Report Interface for the Membership and Attendance Report, 35-Day Enrollment Report, Cumulative Class Report, and the Precode Extract does not display the Report and Extract (Ready for Transmission) option. • Reports from an Extract (SC12) and District Summary Report (SC13) generate successfully.



Extracts

Scenario	Description
<p>Scenario 3:</p> <p><i>The Extract Root path and the Non-Transmitted Extract path are defined, but one or more of the four extract-specific paths are undefined.</i></p>	<ul style="list-style-type: none"> • The Report and Extract generate successfully. The Non-Transmitted sub-directory is the destination directory for the extracts that do not have a path defined. • The process pop-up list on the Report Interfaces screen for the extracts that do not have a path defined does not display the Report and Extract (Ready for Transmission) option. • Reports from an Extract (SC12) and District Summary Reports (SC13) generate successfully.
<p>Scenario 4:</p> <p><i>The Extract Root path and one or more of the four extract-specific paths are defined, but the Non-Transmitted Extract path is left undefined.</i></p>	<ul style="list-style-type: none"> • The process pop-up list on the Report Interfaces screen for the extracts that have a path defined have both the Report and Extract and the Report and Extract (Ready for Transmission) options available. • When selecting the Extract option, the destination directory is the Extract Root, because the Non-Transmitted Extract path is not defined. • Reports from an Extract (SC12) and District Summary Reports (SC13) generate successfully.



Extracts

Creating Extract Files in the Middle of the Day

The district office typically creates extracts using data from the previous night's DI upload. If the data has errors, the district may ask the school to make corrections so that the extract can be created without waiting for the nightly DI upload.

Two methods are available to create an extract file in the middle of day.

1. The first method uploads the SASIxp files from the school site's file server to the district file server during the day and creates the extract at the district office.
2. The second method involves the school site creating the extract and copying the extract file up to the district office.

Using TaskServer to Manually Upload SASIxp Files

The TaskServer program is part of the SASIxp District Integration function. This program uploads files from the school sites to the district office every evening. During the day, it adds, drops, or transfers students when requested by the Enrollment atom at the school sites. During the night, it uploads files from the school sites to the district office.

The TaskServer program is normally responsible for up to ten school sites. If the district has more than ten schools, then multiple TaskServer programs are run at the district office, each one handling its assigned set of up to ten schools.

The TaskServer will cycle through these tasks:

- During the day, the TaskServer works with the Enrollment atom at its assigned school sites (up to 10 schools) to add, drop, and transfer students.
- At night, the TaskServer stops adding, dropping, and transferring students and logs into each of its assigned schools. The TaskServer uploads files from each school site to the district office. The time of night that the TaskServer starts uploading its assigned schools is specified in the Campus Setup atom.
- Once all school's files have been uploaded, one of the TaskServers (called the primary TaskServer or TaskServer #1) copies basic student demographic information from each school's Student file (ASTU) into the District Student file (ADST).



Extracts

- When the District Student file has been updated, all of the TaskServers check to see if any files require downloading from the district back to each school site. If there are no downloads, this step is skipped. Otherwise, each TaskServer will log into each of its assigned school sites and download the files that were specified for download in the District Control atom.

After the optional download, all of the TaskServers switch back to the adding, dropping, and transferring student mode. This cycle continues 24 hours a day, 7 days a week.

To upload SASIxp files from one school site to the district office during the middle of the day, the district office follows a series of steps that requires coordination between the district office and all schools in the district. There are several drawbacks for using this method to upload files during the day:

- If a TaskServer is assigned to more than one school, all of those schools are uploaded, not just the school that requires a new extract.
- While a TaskServer is uploading, assigned schools cannot add, drop, or transfer students.
- A student might be put into an inconsistent enrollment state (for example, active in two schools) if an add, drop, or transfer is attempted while the TaskServer is uploading the assigned schools.
- If a school that is assigned to a different TaskServer attempts to transfer a student to/from one of the schools assigned to this TaskServer, data for that student may be incomplete. There is currently no clean method to recover that student data.

To upload SASIxp files during the day, the district office must:

1. Ensure that the school site has made all modifications to the data and has successfully run a Data Verification Report to set the control flag.
2. Notify all district schools not to use the Enrollment atom.
3. Determine which TaskServer is assigned to that school.
4. Take that TaskServer out of the Transfer Student mode. This stops the TaskServer from working with the Enrollment atom at any of its assigned schools.
5. At that TaskServer, do a manual upload. All schools using that TaskServer will have their data uploaded.
6. After the TaskServer has finished uploading, put that TaskServer back in Transfer Students mode.
7. Notify all district schools that they can continue using the Enrollment atom.



Extracts

Once the SASIxp files are uploaded from the school sites, the district office runs the required extract.

Creating an Extract at School and Uploading the File

The other method of creating an extract in the middle of the day is by requesting the school site to run the extract, then copy the extract file to the district file server.

The school site that requires a new extract performs the following steps:

1. Make modifications to the school site data.
2. Successfully run a Data Verification Report setting the control flag.
3. Create an extract file. The school must set their extract paths before the extract can be created.
4. Copy or e-mail the extract file to the district office.

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Extracts



Data Dictionary

This appendix identifies the files used to store South Carolina-specific information, explains the format of extract file names, and provides a layout of the extracts:

- 35-Day Enrollment Extract
- Cumulative Class Extract
- Membership and Attendance Extract
- Precode Extract



EFA/EIA Classification Info Atom

This table identifies the files generated by the EFA/EIA Classification Info atom and the tab used to create those files.

<i>File</i>	<i>Description</i>	<i>Tab</i>
SSCA	Current student EFA information	EFA Code Entry
SSCA	Current student EIA information	EIA Code Entry
SSCB	Current and historical student EFA information	EFA History
SSCC	Current and historical student EIA information	EIA History
SSCE	Current student Precode information	Precode Entry



Extract File Names

The following is a sample South Carolina extract file name:

D016000.SAS.D045.D990607.T110509

Each character string between the periods has significance, as identified in this table.

<i>Character String</i>	<i>Meaning</i>
D016000	District Number/BEDS Code
ENR, MSC, MEM, PRC, SSS, SAS	Indicates the type of extract. Valid values are: ENR – 35-Day Enrollment MSC – Membership and Attendance Self-Contained MEM – Membership and Attendance PRC – Precode SSS – Student Accountability System (Cumulative Class for Summer School) SAS – Student Accountability System (Cumulative Class)
D045	Day Number of School Year
D990607	Creation Date (YYMMDD)
T110509	Creation Time (HH:MM:SS)



Data Dictionary

Extract Records

This table lists the source and destination field names of the South Carolina extract data elements. The SASIxp field names reflect those displayed on the atom form. You cannot perform queries on South Carolina extract files; for this reason, the Query atom field names are not provided.

35-Day Enrollment Extract

Number	SASIxp Source Field Name	SASIxp File	Field Type	South Carolina Field Name
1.	<i>Dist.& Sch#</i>	ASCH	7 numeric	<i>BEDS Code</i>
2.	<i>School Type</i>		1 alpha	<i>School Type (used internally at SDE)</i>
3.	<i>Ethnic Code</i>	ASTU	3 alpha	<i>Ethnic Code</i>
4.	<i>Gender</i>	ASTU	1 alpha	<i>Gender</i>
5.	<i>Calculated Field</i>		6 numeric	<i>GrdPKCnt</i>
6.	<i>Calculated Field</i>		6 numeric	<i>Grd00Cnt</i>
7.	<i>Calculated Field</i>		6 numeric	<i>Grd01Cnt</i>
8.	<i>Calculated Field</i>		6 numeric	<i>Grd02Cnt</i>
9.	<i>Calculated Field</i>		6 numeric	<i>Grd03Cnt</i>
10.	<i>Calculated Field</i>		6 numeric	<i>Grd04Cnt</i>
11.	<i>Calculated Field</i>		6 numeric	<i>Grd05Cnt</i>
12.	<i>Calculated Field</i>		6 numeric	<i>Grd06Cnt</i>
13.	<i>Calculated Field</i>		6 numeric	<i>Grd07Cnt</i>
14.	<i>Calculated Field</i>		6 numeric	<i>Grd08Cnt</i>
15.	<i>Calculated Field</i>		6 numeric	<i>Grd09Cnt</i>



Data Dictionary

Number	SASlxp Source Field Name	SASlxp File	Field Type	South Carolina Field Name
16.	<i>Calculated Field</i>		6 numeric	<i>Grd10Cnt</i>
17.	<i>Calculated Field</i>		6 numeric	<i>Grd11Cnt</i>
18.	<i>Calculated Field</i>		6 numeric	<i>Grd12Cnt</i>
19.	<i>Calculated Field</i>		6 numeric	<i>Grade Total</i>
20.			4 alpha	<i>Filler1</i>
21.	<i>Calculated Field</i>		1 alpha	<i>Creation Date (used internally by SDE)</i>
22.	<i>System Date</i>		6 numeric	<i>Creation Time</i>
23.	<i>System Time</i>		8 alpha	<i>Creation Time</i>
24.	<i>Report Type</i>		1 alpha	<i>Report Type (used internally by SDE)</i>
25.	<i>Calculated Field</i>		1 alpha	<i>Source Indicator (used internally by SDE)</i>
26.			4 alpha	<i>Filler2</i>



Data Dictionary

Cumulative Class Extract

Table 5:

Number	SAS/Source Field Name	SAS/Source File	Field Type	South Carolina Field Name
1.	<i>Dist. & Sch#</i>	ASCH	7 numeric	<i>BEDS Code</i>
2.	<i>School Type</i>		1 alpha	<i>School Type (Regular or Summer)</i>
3.	<i>EIA (1–10)</i>	SSCA	5 alpha	<i>EIA Code</i>
4.	<i>Grade</i>	ASTU	2 alpha	<i>Grade</i>
5.	<i>Day Number</i>		3 alpha	<i>Day Report</i>
6–133.	<i>Calculated Fields 128 fields</i>		6 numeric	<i>(For each Ethnic Code) Gender 1 Total, Gender 2 Total</i>
134.	<i>Calculated Field</i>		7 numeric	<i>Grade Total</i>
135.			5 alpha	<i>Filler1</i>
136.	<i>School Name</i>	ASCH	30 alpha	<i>School Name</i>
137.	<i>System Date</i>		6 numeric	<i>Creation Date</i>
138.	<i>System Time</i>		8 alpha	<i>Creation Time</i>
139.	<i>Report Type</i>		1 alpha	<i>Report Type (used internally at SDE)</i>
140.	<i>Calculated Field</i>		1 alpha	<i>Source Indicator (used internally at SDE)</i>
141.			15 alpha	<i>Filler2</i>



Data Dictionary

Membership & Attendance Extract

Number	SASlxp Source Field Name	SASlxp File	Field Type	South Carolina Field Name
1.	<i>Dist. & Sch#</i>	ASCH	7 numeric	<i>BEDS Code</i>
2.	<i>School Type</i>		1 alpha	<i>School Type (used internally at SDE)</i>
3.	<i>EFA Primary</i>	SSCA	4 alpha	<i>EFA Code</i>
4.	<i>Calculated Field</i>		6 numeric	<i>GrdPKCnt</i>
5.	<i>Calculated Field</i>		6 numeric	<i>Grd0xCnt</i>
6.	<i>Calculated Field</i>		6 numeric	<i>Grd0xCnt</i>
7.	<i>Calculated Field</i>		6 numeric	<i>Grd0xCnt</i>
8.	<i>Calculated Field</i>		6 numeric	<i>Grd0xCnt</i>
9.	<i>Calculated Field</i>		6 numeric	<i>Grd0xCnt</i>
10.	<i>Calculated Field</i>		6 numeric	<i>Grd0xCnt</i>
11.	<i>Calculated Field</i>		6 numeric	<i>Grd0xCnt</i>
12.	<i>Calculated Field</i>		6 numeric	<i>Grd0xCnt</i>
13.	<i>Calculated Field</i>		6 numeric	<i>Grd0xCnt</i>
14.	<i>Calculated Field</i>		6 numeric	<i>Grd0xCnt</i>
15.	<i>Calculated Field</i>		6 numeric	<i>Grd10Cnt</i>
16.	<i>Calculated Field</i>		6 numeric	<i>Grd11Cnt</i>
17.	<i>Calculated Field</i>		6 numeric	<i>Grd12Cnt</i>
18.	<i>Calculated Field</i>		6 numeric	<i>Grade Total</i>
19.			4 alpha	<i>Filler1</i>
20.	<i>Calculated Field</i>		1 alpha	<i>Error Byte (used internally at SDE)</i>

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Data Dictionary

Number	SASlxp Source Field Name	SASlxp File	Field Type	South Carolina Field Name
21.	<i>System Date</i>		6 numeric	<i>Create Date</i>
22.	<i>System Time</i>		8 alpha	<i>Create Time</i>
23.	<i>Report Type</i>		1 alpha	<i>Report Type (used internally at SDE)</i>
24.	<i>Calculated Field</i>		1 alpha	<i>Source Indicator used internally at SDE)</i>
25.			4 alpha	<i>Filler2</i>



Data Dictionary

Precode Extract

Number	SASlxp Source Field Name	SASlxp File	Field Type	South Carolina Field Name
1.	<i>Dist & Sch#</i>	ASCH	7 numeric	<i>BEDS Code</i>
2.	<i>Student ID</i>	ASTU	12 alpha	<i>Student ID</i>
3.	<i>Grade</i>	ASTU	2 alpha	<i>Grade</i>
4.	<i>Advisr#</i>	ASTU	3 alpha	<i>Homeroom Teacher Number</i>
5.	<i>Last Name</i>	ATCH	20 alpha	<i>Teacher Last Name</i>
6.	<i>First Name</i>	ATCH	20 alpha	<i>Teacher First Name</i>
7.	<i>Last Name</i>	ASTU	40 alpha	<i>Student Last Name</i>
8.	<i>First Name</i>	ASTU	20 alpha	<i>Student First Name</i>
9.	<i>Middle Name</i>	ASTU	13 alpha	<i>Student Middle Name</i>
10.	<i>Birthdate</i>	ASTU	8 numeric	<i>Birthdate (ccyymmdd)</i>
11.	<i>Gender</i>	ASTU	1 alpha	<i>Sex</i>
12.	<i>Ethnic code</i>	ASTU	3 alpha	<i>Ethnic Code</i>
13.	<i>EFA Primary</i>	SSCA	4 alpha	<i>EFA Primary Code</i>
14.	<i>EFA 2</i>	SSCA	4 alpha	<i>EFA Secondary Code 1</i>
15.	<i>EFA 3</i>	SSCA	4 alpha	<i>EFA Secondary Code 2</i>
16.	<i>EFA 4</i>	SSCA	4 alpha	<i>EFA Secondary Code 3</i>
17.	<i>EFA 5</i>	SSCA	4 alpha	<i>EFA Secondary Code 4</i>



Data Dictionary

Number	SASlxp Source Field Name	SASlxp File	Field Type	South Carolina Field Name
18.	<i>EFA 6</i>	SSCA	4 alpha	<i>EFA Secondary Code 5</i>
19.	<i>EFA 7</i>	SSCA	4 alpha	<i>EFA Secondary Code 6</i>
20.	<i>EFA 8</i>	SSCA	4 alpha	<i>EFA Secondary Code 7</i>
21.	<i>EFA 9</i>	SSCA	4 alpha	<i>EFA Secondary Code 8</i>
22.	<i>EFA 10</i>	SSCA	4 alpha	<i>EFA Secondary Code 9</i>
23.	<i>EIA 1</i>	SSCA	5 alpha	<i>EIA Code 1</i>
24.	<i>EIA 2</i>	SSCA	5 alpha	<i>EIA Code 2</i>
25.	<i>EIA 3</i>	SSCA	5 alpha	<i>EIA Code 3</i>
26.	<i>EIA 4</i>	SSCA	5 alpha	<i>EIA Code 4</i>
27.	<i>EIA 5</i>	SSCA	5 alpha	<i>EIA Code 5</i>
28.	<i>EIA 6</i>	SSCA	5 alpha	<i>EIA Code 6</i>
29.	<i>EIA 7</i>	SSCA	5 alpha	<i>EIA Code 7</i>
30.	<i>EIA 8</i>	SSCA	5 alpha	<i>EIA Code 8</i>
31.	<i>EIA 9</i>	SSCA	5 alpha	<i>EIA Code 9</i>
32.	<i>EIA 10</i>	SSCA	5 alpha	<i>EIA Code 10</i>
33.	<i>Grade Calculated</i>	AENR	2 alpha	<i>Grade Last Year</i>
34.	<i>Meals</i>	ASTU	1 alpha	<i>Lunch</i>
35.	<i>Field 1</i>	SSCM	1–9 alpha	<i>State Mapped 1</i>
36.	<i>Field 2</i>	SSCM	1–9 alpha	<i>State Mapped 2</i>
37.	<i>Field 3 . . . x</i>	SSCM	1–9 alpha	<i>State Mapped 3 ...x</i>
38.	<i>Precode 1</i>	SSCE	1–9 alpha	<i>State Defined 1</i>

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Data Dictionary

Number	SASlxp Source Field Name	SASlxp File	Field Type	South Carolina Field Name
39.	<i>Precode 2</i>	SSCE	1–9 alpha	<i>State Defined 2</i>
40.	<i>Precode 3 . . .</i>	SSCE	1–9 alpha	<i>State Defined 3 . . .x</i>

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Data Dictionary



State Setup File Distribution



State Setup File Distribution

This documentation provides district office instructions for distributing EFA/EIA and Precode setup files provided by the SDE.



State Setup File Distribution

SRC Setup File Processing

EFA/EIA codes and their compatibilities are defined by the state using the EFA/EIA State Setup atom. Precodes, their valid values, and extract layouts are defined at the state level. Each district is provided with these files from the SDE via a process outside of SASIxp (such as email or ftp). The district office runs a batch file that creates qualified setup files for each school in that district. The resulting school setup files are created in the District datafile folder. The District Control atom is used to schedule a download that connects and updates each school's setup files during DI. To ensure that each school has received the latest setup files, check the version dates displayed on the EFA/EIA District Setup atom.

Distributing the Definition Files to Schools

The district office process for distributing the definition files to the schools consists of these steps:

1. Receiving the definition files from SDE
2. Running a batch process to replicate the definition files for each school
3. Scheduling the file download to each school



State Setup File Distribution

3. Select Edit from the Menu.
4. Verify that all school numbers display under the :createFiles label.

```

@echo off

if "%1"=="0" goto createFiles
if "%1"=="1" goto createFiles
if "%1"=="2" goto createFiles
if "%1"=="3" goto createFiles
if "%1"=="4" goto createFiles
if "%1"=="5" goto createFiles
if "%1"=="6" goto createFiles
if "%1"=="7" goto createFiles
if "%1"=="8" goto createFiles
if "%1"=="9" goto createFiles

goto usage

REM if /i "%1" LSS "10" goto usage
REM if /i "%1" GTR "9" goto usage

REM Add/Remove schools area below

:createFiles
call screate %1 997
call screate %1 998
call screate %1 999

REM Add/Remove schools area above

goto done

:usage
echo Invalid year. Enter last digit of school year. i.e. "schools 9" for 1999

```

You may need to modify the schools.bat file to include this information: call **screate %1 ###**, where ### is a school number. There is one statement per school.

5. If a school's number is missing or incorrect, add or correct the school number on this screen. Delete any unnecessary ones.
6. Save any changes and exit the file.
7. In Windows®, open an MS-DOS prompt session.
8. Change directories to your root SAS\p folder.
9. At the prompt, type **Schools X** and press Enter.

X is the last digit of the school year to which the definition files apply. For the 2000–2001 school year, the last digit is 0.



State Setup File Distribution

- After you press Enter, the batch process creates a copy of each definition file for each of the schools in your district and places these files in the District Datafile folder. The process will pause after files have been created for each school, allowing you to verify that the definition files were copied.

When SCHOOLS.BAT is finished, new files display in your District Datafile folder. The new files are qualified setup files for each of the schools that had an entry in the SCHOOLS.BAT file. For example, there may be a SCCM0###.dbf and SSCM0###.mdx file for each school, where ### is the school number.

- Exit the DOS session.

District Control Download

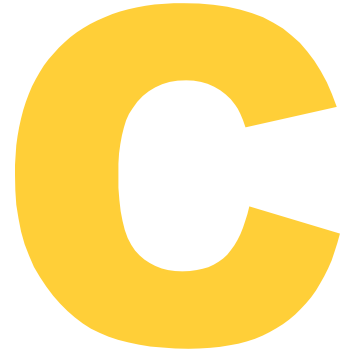
- Open the District Control atom (in the District Setup folder, which is in the District Apps folder) and click the Upload/Download tab.
- Under the Download File List matrix, click the Select Files fast access arrow. The Select File Definition – files screen displays.
- Double-click on the files you want to download to the schools. Select the files (SSCI–SSCO) that were copied in the previous section.
- Click Done. The Select File Definition – files screen closes.
- In the *Dist Owned* column, select Y – Owned by District from the pop-up list.
- In the *Frequency* column, select Daily (default) from the pop-up list to download the files next time the DI Upload/Download process runs or W – Weekly to download the files each Friday.
- Click Save.
- Click Close.
- Notify the schools that they are receiving new data files, and request they run the data verification report and correct any errors.
- Move the definition files from the SAS\Ixp\Macro\Template folder for safekeeping. This action prevents these files from being replicated unnecessarily.
- Remove the files from the *Download File List* section in the District Control atom.
- Remind the schools to check the version date on the EFA/EIA District Setup tabs and run the Data Verification Report.

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State Setup File Distribution

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Entrata Software

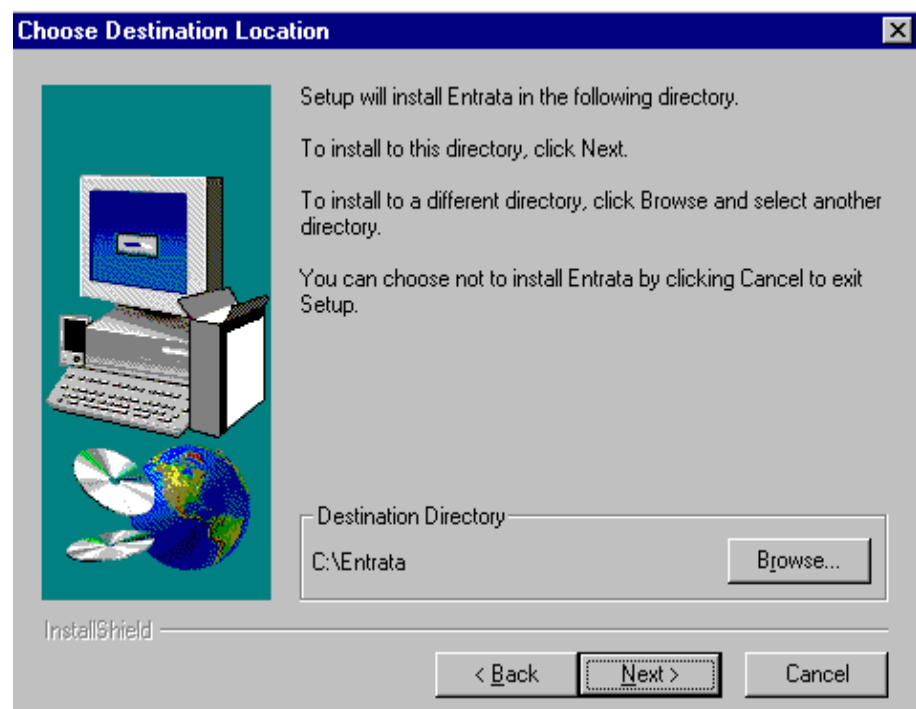
The district offices use Entrata® software to copy extracts from subdirectories to SDE. This appendix provides instruction on loading and using Entrata software.



Entrata Software

Installing Entrata Software

1. To expedite the installation process, exit all other applications and close screen savers before installing Entrata® software on your PC.
2. Insert the Entrata CD into the CD-ROM drive.
3. The installation wizard should launch automatically. If the wizard does not start, use Microsoft Windows Explorer to locate the file called Setup.exe under the drive letter designated for your CD-ROM. Double-click Setup.exe.
4. The Welcome screen displays. Click Next.
5. The User Information screen displays. You may change the names in the fields or leave them at the default. Click Next.
6. The Choose Destination Location screen displays. Install Entrata software to the local hard drive. You may change the location of the install directory or leave it at the default of C:\Entrata. If you change the install directory, verify that the ending directory name is *Entrata*. Click Next.





Entrata Software

7. The Select Program Folder screen displays. You may type a new folder name or leave the default. Click Next.
8. The Start Copying Files screen displays. Click Next.
9. The installation of program files will proceed. If the shortcut window remains open after the setup is complete, close the window.
10. Click Finish when the Setup Complete screen displays.

Because installing Entrata software modifies registry keys, you should remove the program by uninstalling it rather than deleting it.

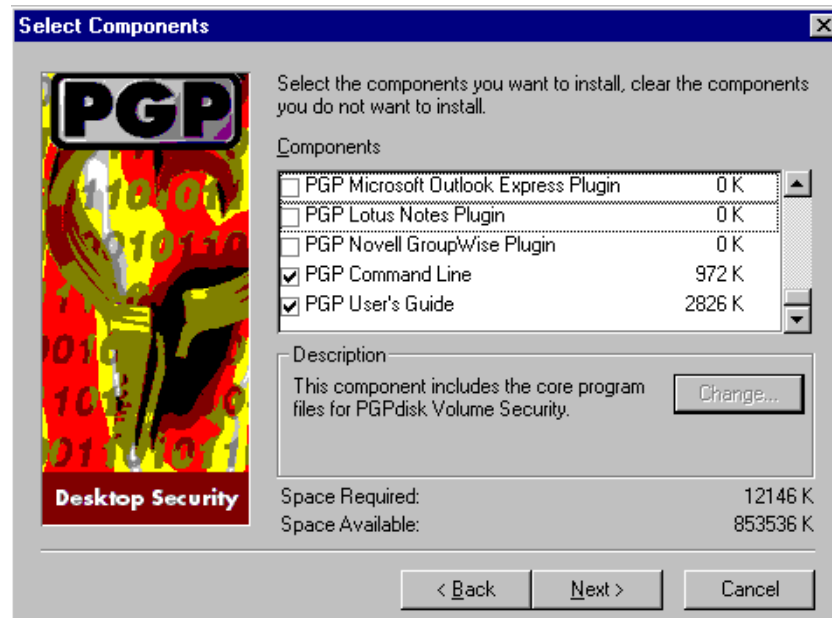


Entrata Software

Installing PGP Software

1. Insert the PGP CD into the CD-ROM drive.
2. Use Windows Explorer to locate the file PGPfreeware_653.exe for the PGP installation and double-click on the file. The PGP installation wizard guides you through the installation process. Most of the defaults offered by the wizard are acceptable.
3. On the Select Components screen, deselect the PGPnet Virtual Private Networking option and verify that the PGP Command Line option is selected.

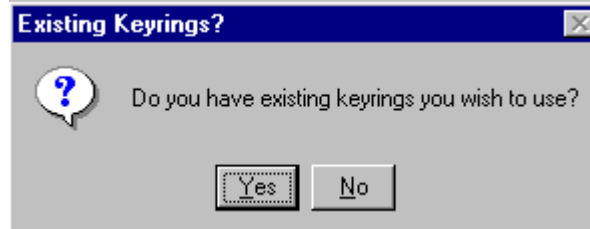
The first option in the *Components* field cannot be deselected; other options are site-specific. Pearson Digital Learning recommends selecting *PGP User's Guide*.





Entrata Software

- Click Next. The Existing Keyrings screen displays. Click No.



- The Setup Complete screen displays. Leave the *Launch PGPkeys* checkbox selected.



On some computers, the PGP installation may require you to reboot at this point. The checkbox text reads:

Yes, I want to restart my computer now.

Leave the checkbox selected and click Finish to reboot the computer. Once you have rebooted, select Start > Programs > PGP > PGPkeys.

- Click Finish.



Entrata Software

Using the Key Generation Wizard

The Key Generation Wizard enables you to generate the necessary key pair for the local district.

1. Click Next.
2. Enter an appropriate name and email address in the *Full name* and *Email address* fields. Click Next.



The image shows a screenshot of the 'Key Generation Wizard' dialog box. On the left is a graphic of a person holding a key with a 'PGP' logo below it. The main text area contains the following:

What name and email address should be associated with this key pair?

By listing your name and email address here, you let your correspondents know that the key they are using belongs to you.

Full name:

Email address:

At the bottom are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

3. Accept the default Diffie-Hellman/DSS key pair type. Click Next.
4. Accept the default key pair size. Click Next.
5. Accept the default key expiration option of no expiration date. Click Next.

If you select an expiration date, you will not be able to encrypt files with your existing key pair beginning on and after the date specified, and you would need to generate another key pair.

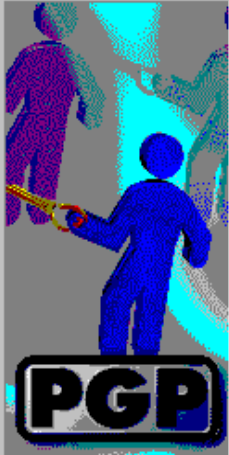


Entrata Software

6. Enter a passphrase in the *Passphrase* field and again in the *Confirmation* field. Click Next.

Pearson Digital Learning recommends writing down this passphrase and keeping it in a safe place to use later in the setup process.

Key Generation Wizard



Your private key will be protected by a passphrase. It is important that you do not write this passphrase down.

Your passphrase should be at least 8 characters long and should contain non-alphabetic characters.

Passphrase: ☒ Hide Typing

Passphrase Quality :

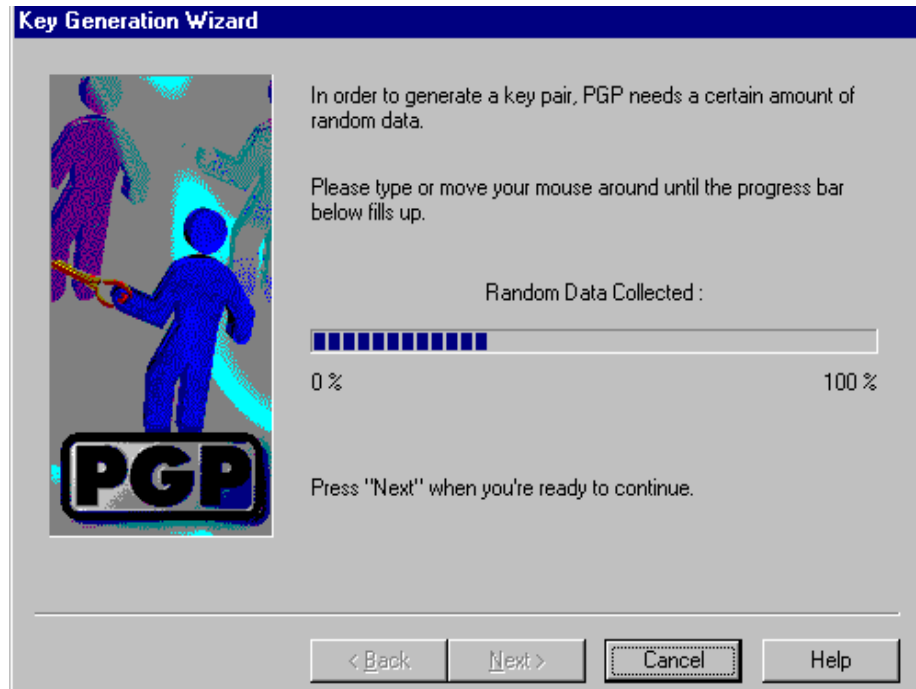
Confirmation:

< Back Next > Cancel Help



Entrata Software

7. On some computers, the PGP install requires you to generate random data at this point. Move your mouse around until the progress bar is at 100%. Click Next.



Generating the Encryption Key Pair

1. When the wizard screen Complete displays, click Next.
2. A screen displays to send your public key to a server.

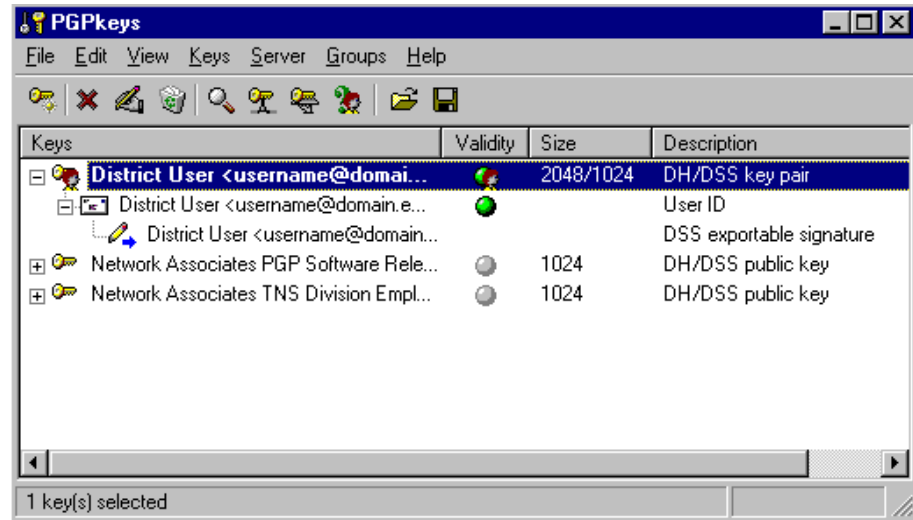
Pearson Digital Learning recommends that you do not select the option to send your key to the root server now.

3. Click Next.



Entrata Software

- Click Finish. The PGPkeys screen displays.



- To add the Department of Education's public key, select Import in the Keys menu. The Select File Containing Key screen displays.

The scp.asc file is provided by the Department of Education.

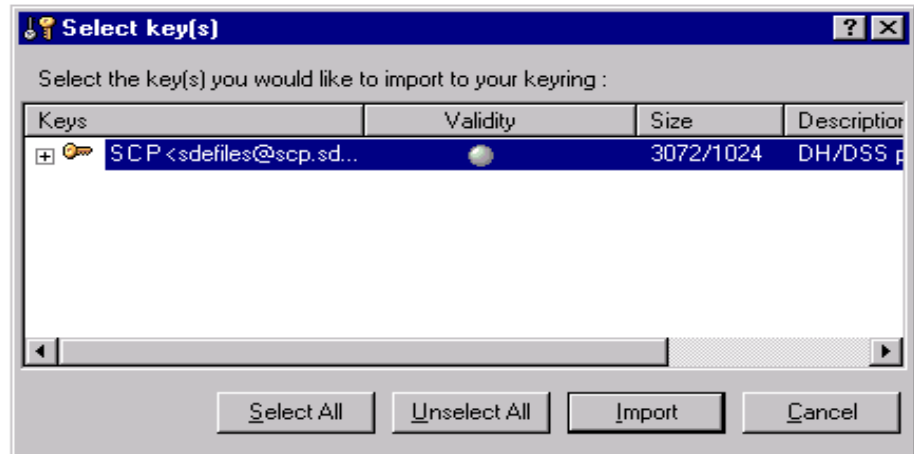


- Select the appropriate file and click Open.

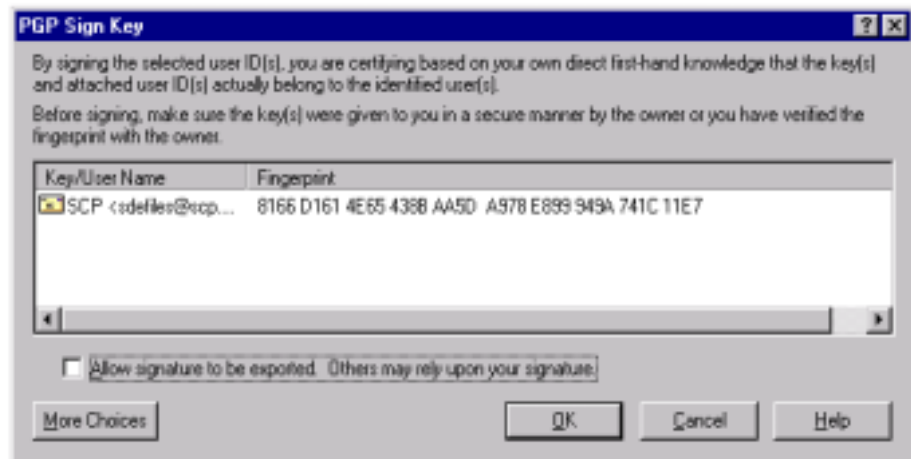


Entrata Software

- The Select Key(s) screen displays. Highlight the Department of Education's public key and click Import.



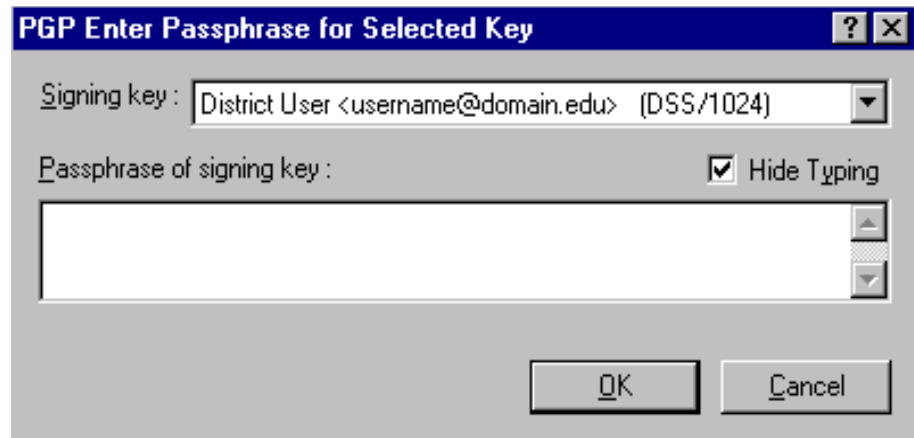
- In the PGPkeys screen, select the Department of Education's key.
- In the Keys menu, select Sign. The PGP Sign Key screen displays with the Department of Education's key listed.





Entrata Software

10. Click OK. The PGP Enter Passphrase for Selected Key screen displays.



11. Enter your previously saved passphrase from the key generation process in the *Passphrase of signing key* field.
12. Click OK.

This step prevents you from answering repeated questions during the encryption process.

13. Close the PGPkeys screen. A prompter screen displays to save a backup copy of your keys.



14. Click Save Backup Now.



Entrata Software

15. The Select Public Keyring Backup Destination screen displays, enabling you to save your public and private keyrings.

A keyring is a set of keys. Two files will be saved. Pearson Digital Learning recommends saving these keyring files to a diskette in case your hard drive ever becomes corrupted.



16. Restart the computer.

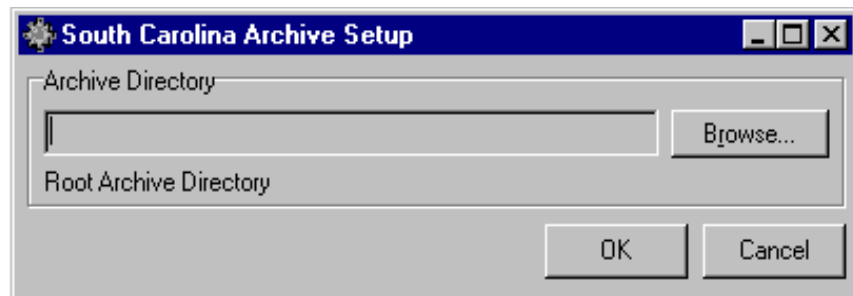
PGP installation modifies the PATH statement in the Autoexec.bat file. Because installing PGP modifies registry keys, remove the program by uninstalling the process rather than by deleting it.



Entrata Software

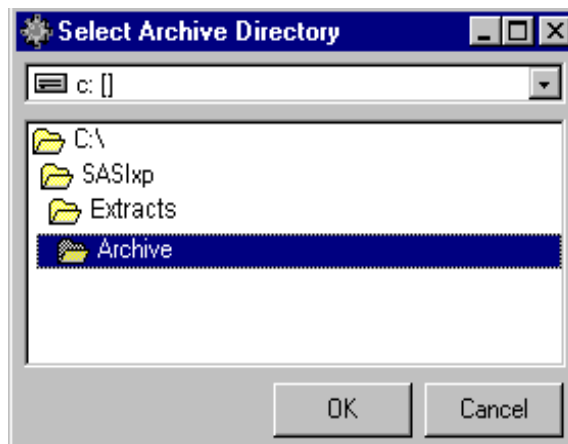
Setting Up Entrata Software

1. Select Start > Programs > Entrata > Archive Setup. The South Carolina Archive Setup screen displays.



2. Click Browse. The Select Archive Directory screen displays.

The Extracts directory structure, including the Archive Directory, is user-created. The following illustration is only an example and may not be representative of how your directory is set up.



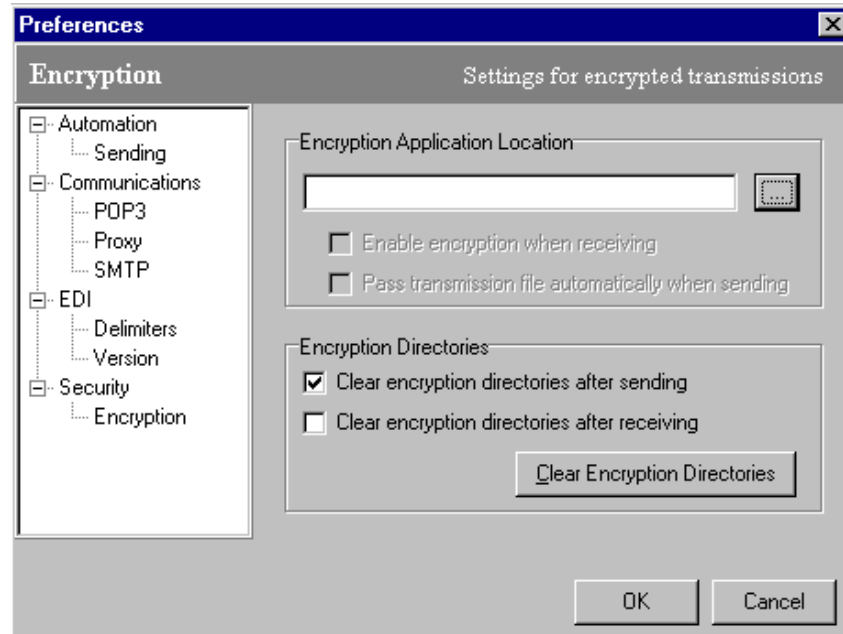
3. Double-click the directory name to select the appropriate directory.
4. Click OK.
5. Click OK again to close the South Carolina Archive Setup screen.



Entrata Software

Setting Up the Encryption Application Location

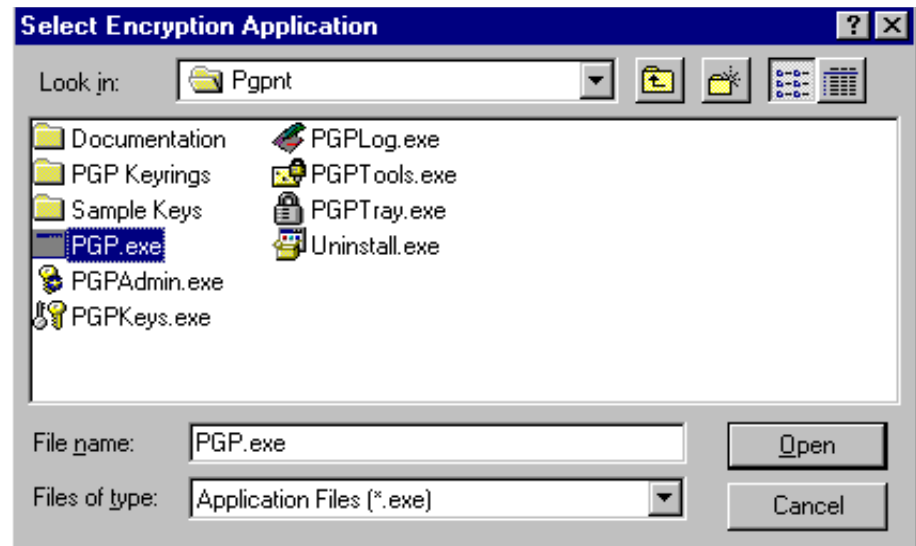
1. Select Start > Programs > Entrata > Entrata. The Entrata software opens.
2. Select Preferences from the Setup menu. The Preferences screen opens.
3. Select Encryption under the Security menu. Specify the location of the encryption application by clicking (...) to enter the encryption application location in the *Encryption Application Location* field.





Entrata Software

- Click OK. The *Select Encryption Application* screen displays.



- Select the location of the Encryption Application file (PGP.exe).

The default directory menu path of the PGP application is C:\Program Files\ Network Associates\ pgpnt. The actual directory name may vary between versions of Windows (for example, \pgp).

- Select PGP.EXE and click Open.
- Click OK to close the Preferences screen.



Entrata Software

Setting Up Trading Partners

1. Select Trading Partners from the Setup menu. The Trading Partner Profile displays.
2. Enter your district as a new trading partner.

After this step there will be two trading partners: the district and the SC DOE, which is preset.

3. Click Add. The New Trading Partner screen displays.

A screenshot of a Windows-style dialog box titled "New Trading Partner". The dialog box has a blue title bar with a yellow icon on the left and standard minimize, maximize, and close buttons on the right. The main area is light gray and contains the text "Enter an Alias for the new trading partner" above a text input field. The input field contains the text "DISTRICT NAME". Below the input field are two buttons: "OK" and "Cancel".

4. Enter an alias for your district in the *District Name* field.



Entrata Software

- Click OK. The Trading Partner Profile screen displays.

- Enter your district name in the *Institution Name* field.
- In the *Type of Institution* field, select Pre-kindergarten to Grade 12 Sender from the drop-down list.

Additional information should be entered in the Name tab if known.



Entrata Software

8. Select the Identification tab.

The screenshot shows the 'Trading Partner Profile' dialog box with the 'Identification' tab selected. The left pane shows a tree structure with 'Trading Partners' expanded, containing 'SCDOE' and 'DISTRICT NAME'. The right pane contains the 'Identification Codes' section with the following fields and checkboxes:

Identification Codes	ISA ID	GS ID	N1 ID
IPEDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACT (Post Sec)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NCES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACT (Sec)		<input type="checkbox"/>	<input type="checkbox"/>
SCCCSISIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCUSISIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The 'Other' field contains the value '1234567'. At the bottom of the dialog, there is a 'Local Alias' dropdown menu and four buttons: 'Add', 'Remove', 'Apply', and 'Cancel'.

9. Enter your seven-digit District BEDS code in the *Other* field.
10. Select the three checkboxes to the right of the BEDS code.



Entrata Software

11. Select the Communication tab.

12. Select the checkbox in the *Disk* field.

Entrata software requires that one of the three checkboxes be selected for the school district trading partner entry. Selecting the *Disk* field meets this requirement and does not require additional information on this tab.



Entrata Software

13. Select the alias you have just entered from the Local Alias drop-down menu in the lower left portion of the Trading Partner Profile screen.

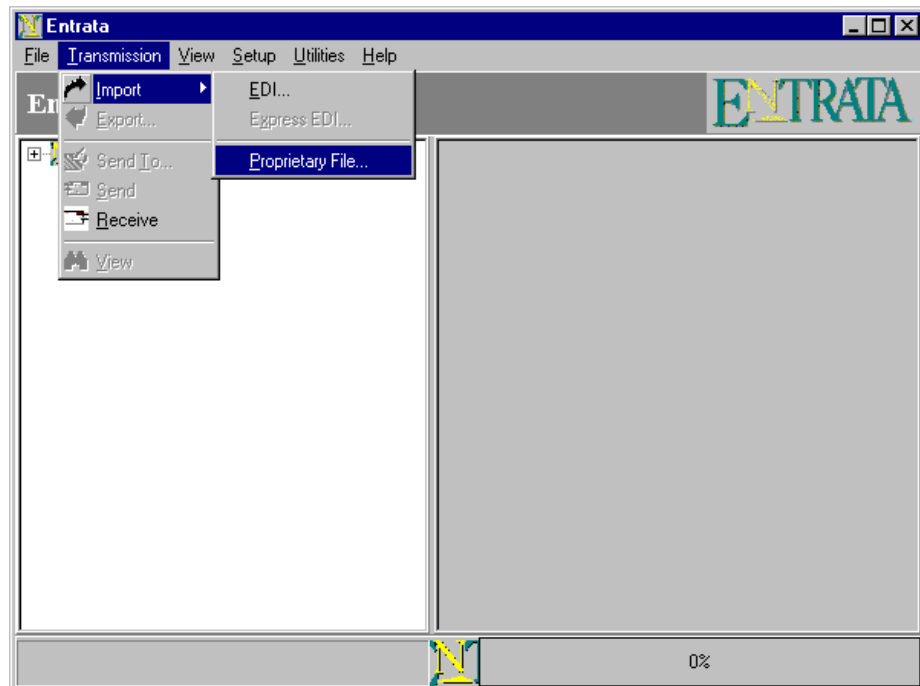
14. Click Apply.
15. Click Cancel.
16. Close Entrata software. Setup is complete.



Entrata Software

Transmitting Files

1. Select Start > Programs > Entrata > Entrata. The Entrata software opens.
2. Select Transmission > Import > Proprietary File.

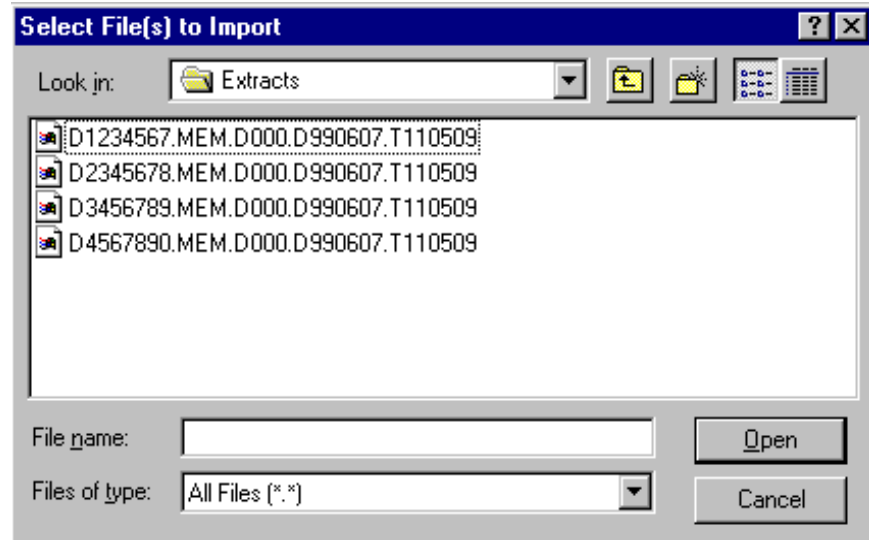




Entrata Software

3. The select Files(s) to Import screen displays. Navigate to the directory containing the files you want to import and transmit. Select the files and click Open.

Multiple files can be selected at one time for transmission.



4. The files are transmitted to the Department of Education.

During the first transmission, the DOS window may not close after the encryption process ends.

The encryption process has ended when a line containing the word *ciphertext* appears.

If the DOS window does not close when encryption ends:

1. Select the MSDOS icon in the upper left corner of the screen.
2. Select Properties.
3. Select the *Close on Exit* checkbox.
4. Click Apply.
5. Click OK.



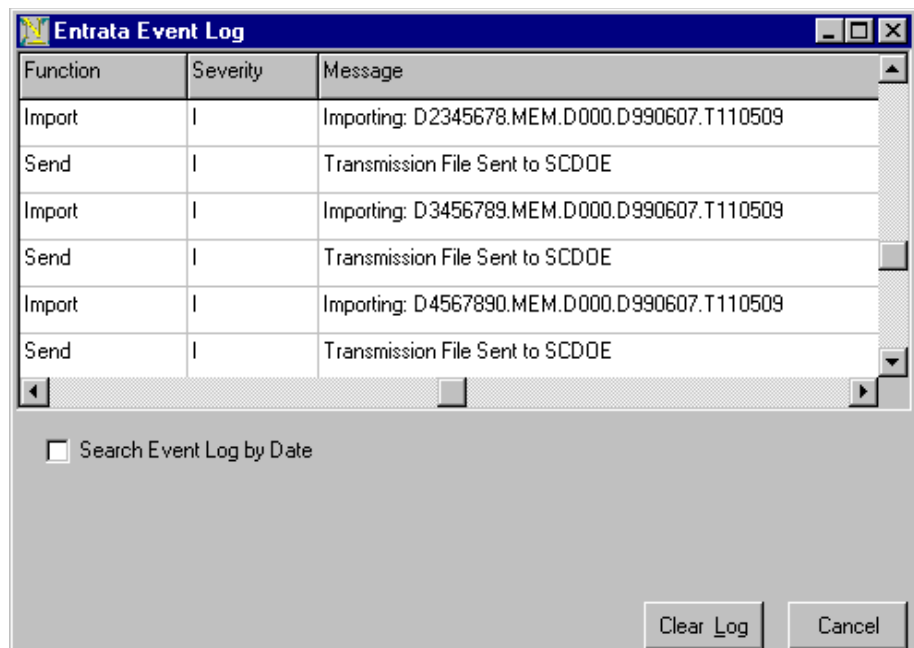
Entrata Software

Viewing the Event Log

1. From the View menu, select Event Log. The Entrata Event Log screen displays with a list of the dates an event was created, the application name, the function of the event, the severity code, and event message. There are three severity codes:

- I—information
- W—warning
- E—error

Previously transmitted files are listed in the *Message* field.



2. Use the horizontal scroll bar in the middle of the screen to navigate through the Event Log.



Entrata Software

Viewing Log Information for a Specified Date

1. Select the *Search Event Log by Date* checkbox and enter the applicable date range.

The screenshot shows the 'Entrata Event Log' window. It contains a table with the following data:

Create Date	App Name	Function	Severity	Message
05/31/2000 11:53:27 AM	Entrata	Import	I	Import
05/31/2000 11:53:29 AM	Entrata	Send	I	Trans
05/31/2000 11:53:31 AM	Entrata	Import	I	Import
05/31/2000 11:53:33 AM	Entrata	Send	I	Trans
05/31/2000 11:53:33 AM	Entrata	Import	I	Import
05/31/2000 11:53:36 AM	Entrata	Send	I	Trans

Below the table, there is a checkbox labeled 'Search Event Log by Date' which is checked. Underneath it is a 'Search Criteria' section with two date input fields: 'Start Date' and 'End Date', both set to '05/31/2000'. There are 'Search' and 'Refresh' buttons next to these fields. At the bottom right, there are 'Clear Log' and 'Cancel' buttons.

2. Click Search.
3. Reset the Event Log to show all event records by clicking Refresh. The log will list the dates an event was created, the application name, the function of the event, the severity code, and event message. There are three severity codes:
 - I—information
 - W—warning
 - E—error
4. Click Cancel to close the Event Log.

Archiving Files

Entrata software archives transmitted files in the directory designated during the Archive Setup application. (This archive directory is specified during installation.) A new directory is generated within the root archive directory for each day that a transmission occurs; files are archived within this new directory.

Bookmark	Contents	Search	Usage	Glossary	Print	Back	Forward	First	Previous	Next	Last
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Entrata Software

Clearing the Database

As the number of files accumulate from Entrata transmissions, hard drive space will decrease, making it is necessary to clear Entrata's database periodically.

1. Select Clear Database from the Utilities menu.
2. Select Yes to confirm the Clear Database operation.

Bookmark	Contents	Search	Usage	Glossary	Print	Back	Forward	First	Previous	Next	Last
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Entrata Software



Job Queue

Job Queue can be used to automate many processes and updates within the SASIxp database. This appendix uses the Membership and Attendance Report and Extract as an example of how to use the Job Queue atom to automate the creation of South Carolina reports and extracts.

For more information on setting up and using the Job Queue server, see *SASIxp™ Classroom Training Guide, Chapter 6 – Classroom for Administrators*.



Job Queue

Automating Extract Creation

The school district can use the SASIxp Job Queue atom to automate the creation of reports and extracts using a schedule defined by the district. Follow these steps to use the Job Queue to run reports and extracts:

1. Open the Tables Definition atom in the System Setup folder and define a Job Queue Server Name or Names.

Ln	Type	Table Description
146	IRI	Estimated Cost
147	IRJ	Age
148	IRK	Victim/Offender Type
149	IRL	Incident Location
150	JSN	Job Queue Server Names
151	L01	Home Language
152	L02	Country of Origin
153	L03	LEP Status
154	L04	Program Placement
155	L05	Instructional Level
156	L06	Parent Permission Code
157	L07	Attendance Zone

Ln	Code	Description
1	Extracts	Run Extracts & Reports
2	Reports	Print Reports
3		
4		

Group: All Tables Job Queue Server Names: 8

Add Del Close

2. Click Save.
3. Click Close.



Job Queue

- Open the Job Queue Patterns atom in the Utilities folder to create a pattern to run jobs for the appropriate time period.

The **Job Queue Patterns** dialog box is shown. It has a title bar with a close button. Below the title bar are two fields: **Pattern Name** (containing 'WeekDays') and **Description** (containing 'Monday Thru Friday for 2 weeks'). Below these is a section titled **Repeat Pattern** with three radio buttons: **Daily**, **Weekly** (selected), and **Monthly**. To the right of the radio buttons is a field for **Repeat every** (containing '1') followed by 'week(s) on'. Below this are seven checkboxes for the days of the week: **Sunday**, **Monday**, **Tuesday**, **Wednesday**, **Thursday**, **Friday**, and **Saturday**. Below the day checkboxes is a section titled **Range of Repeat** with a **Start** field (containing '05/15/00') and three radio buttons: **No end date:**, **End after:** (followed by a field for occurrences), and **End by:** (selected, followed by a field containing '05/26/00'). At the bottom right are buttons for **Undo** and **Save**.

- Click Save.
- Click Close.
- Open any SC report interface on the South Carolina State Report Launcher and enter the appropriate parameters.

The **Report Interface EX** dialog box is shown. It has a title bar. Below the title bar are two fields: **Membership & Attendance Report** (a dropdown menu) and **Report ID** (containing 'SC09'). To the right of these fields is a **Recommended Orientation** icon. Below the orientation icon are two checkboxes: **Cover Page** and **Draft Print**. Below these is a section titled **Options** with a **Custom** tab selected. Below the tab are four fields: **District Name:** (containing 'EC'), **Superintendent:** (containing 'Our Superintendent'), **Date:** (empty), and **Day Number:** (containing '45'). Below the day number field is a dropdown menu for **Process:** (containing 'Report and Extract'). Below the process dropdown is a checkbox labeled **Report self-contained students only**. At the bottom are buttons for **Setup**, **Save**, **Close**, **Queue**, and **Preview**.



Job Queue

8. On the Custom tab, click Queue to run the report. The JobQ screen displays.

9. Enter these parameters:

Area	Procedure
Priority	Choose the Recurring option button and select your pattern from the popup menu Enter the time of day to run the extract. Pick a time of day that occurs after the Task Servers finish their process. Enter the date that the job should start running.
Notify	Check By Mail for an electronic message delivered to your In Folder on your SASI desktop.
School Type/ School Range	Select the range of schools and the type of school and click OK. This selection submits a separate job for each school in the range that has the requested type.
Send to Server	Submits the extract to the selected server.

10. Click OK.



Job Queue

11. Open the Job Queue Server atom from the Utilities folder and select the appropriate server name.

Order	User	Job Name	Priority	Time	Date	School	Recurring
1	BHMIC	Student Test Obj	Held	2:48:13PM	01/28/00	999	
2	BHMIC	Class Test Object	Held	2:50:32PM	01/28/00	999	
3	BHMIC	Class Test Object	Held	2:52:13PM	01/28/00	999	
4	BHMIC	Class Test Object	Held	2:53:03PM	01/28/00	999	

12. For those schools that you do not want to generate reports, highlight the school in the *Order* column and click *Remove Selected*. The entry is deleted from the table. You can also place an entry on hold.

13. Click Start Server to activate the Job Queue software.

This machine cannot be used for any other SASIxp function while the Job Queue Server is running. Any open screens or atoms will be closed automatically.

14. To stop the job, click Stop Server. To quit the server, click Quit Server. All reports in the job queue server will remain in the server.

15. A message is sent through SASIxp software to notify you if a report has succeeded or failed.